Documentation Manual (Version 2.9.50 - 11/25/2014)

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Introduction

Megaventory Overview

Megaventory can be set-up and running in minutes even by users who do not have significant experience in working with sales software, managing inventory or dealing with complicated business operations. Megaventory is a cloud-based application and is accessible from any location and by any device, desktop (PC or MAC), laptop, mobile or tablet. This can significantly improve the way remote personnel interact with the products, the Inventory Locations, and the business operations. Moreover, no software installation is necessary: everything runs on a web browser.

User-Friendly Interface

Megaventory focuses on the design of the best user experience: drag and drop functionalities, modal pop-up options and -mouse over- tooltips greatly facilitate the administration and/or management operations:

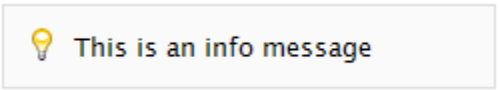


Figure 1-Informational message in Megaventory

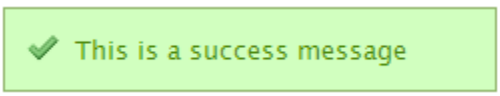


Figure 2-Success message in Megaventory

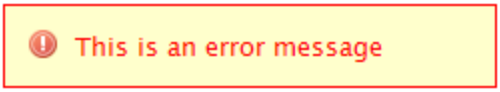


Figure 3-Error message in Megaventory

Figure 4-Tooltip in Megaventory

Scalable and Modular

Megaventory is a scalable application. Very small companies can set-off with one (1) user and one (1) inventory location (for example a physical store, a warehouse etc.) and can add more users [SEE USERS AND USER ACCESS PERMISSIONS], and inventory locations [SEE INVENTORY LOCATIONS] as they grow. The true power of Megaventory is that it gives businesses and organizations a single on-line tool that can be used simultaneously by many users so that tasks can finish much faster. Moreover, users can access reports, manage inventory, prepare sales quotes, sales and purchase orders -based on their user access permissions- in multiple inventory locations and always in real-time, over the web.

Safety of Data

Megaventory performs daily and weekly backups of all the user accounts on external physical devices and industry standard hard disk redundancy is applied on the production server(s). As an extra safety feature, users may perform their own backups which are also stored on external devices [SEE DATABASE BACKUP AND RESTORE]. If a user wishes to export the company's data out of Megaventory (for example to an accounting software), a Data Export module exports data in structured formats including Comma Delimited (CSV) and Excel (XLS) format. [SEE EXPORT DATA]

To further ensure that data are not intercepted during transmission and reception, all users are signed in using 128bit SSL encryption. This, in theory, ensures that the data that travels from your browser to the Megaventory servers (and vice versa) cannot be intercepted. When a user is signed in to his/her account the URL includes the *https* prefix.

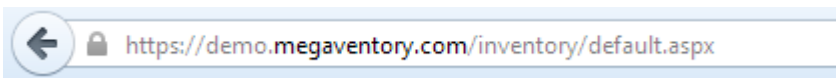


Figure 5-The *https* prefix ensures data are safe from eavesdropping

Examples of Supported Business Operations

Megaventory is designed to be used mainly by very small and small businesses and organizations. Scenarios include:

- Retail & Wholesale businesses that need to keep track of product inventory, orders and sales in a single or multiple locations.
- Businesses and organizations that need to provide access to their clients or suppliers to their operational data (i.e. product availability, orders etc.) according to sophisticated user access permissions architecture [SEE USERS AND USER ACCESS PERMISSIONS].
- Non-Sales organizations that move and keep track of products (3-PL & 4PL companies, non-profit organizations, universities, churches, laboratories, hospitals, governmental buildings, army warehouses etc.)

To support any business scenario, Megaventory uses sophisticated data drilling and business intelligence reports which can be customized easily and be distributed among the users. These reports offer themselves as powerful tools that business managers and employees may employ for better and more accurate decision making [SEE REPORTS].

Support and Updates

The Megaventory application is updated frequently (a major upgrade is usually performed every 3 months, while minor upgrades and hotfixes may be applied in shorter periods) so that new features are introduced and application bugs are fixed. All upgrade processes are performed by Megaventory engineers and do not require any user interaction. When a new upgrade is scheduled, users see a short note with a link to the upcoming changes on their login page [SEE FIGURE 6-LOGIN SCREEN SHOWING THE UPGRADE NOTIFICATION]. When the Megaventory website seem to not be accessible, users are advised to visit the Megaventory status website at HTTP://STATUS.MEGAVENTORY.COM. For news and updates users may follow us on Twitter at HTTP://WWW.TWITTER.COM/MEGAVENTORY.

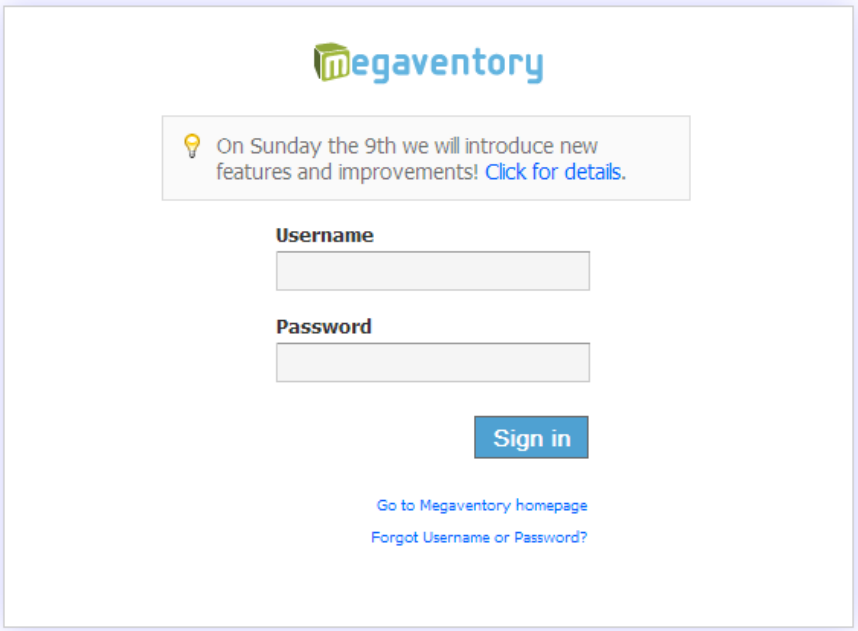


Figure 6-Login screen showing the upgrade notification

Technical support is offered by email based on a priority queue and is also offered to those users who have subscribed to try Megaventory for a 15-day evaluation period.

Account Settings

Account Setup

The *Account Setup* module can be used to change basic settings and enable/disable Megaventory modules (for example to enable the works/manufacturing module). It is also the first screen the administrator sees after the initial signup.

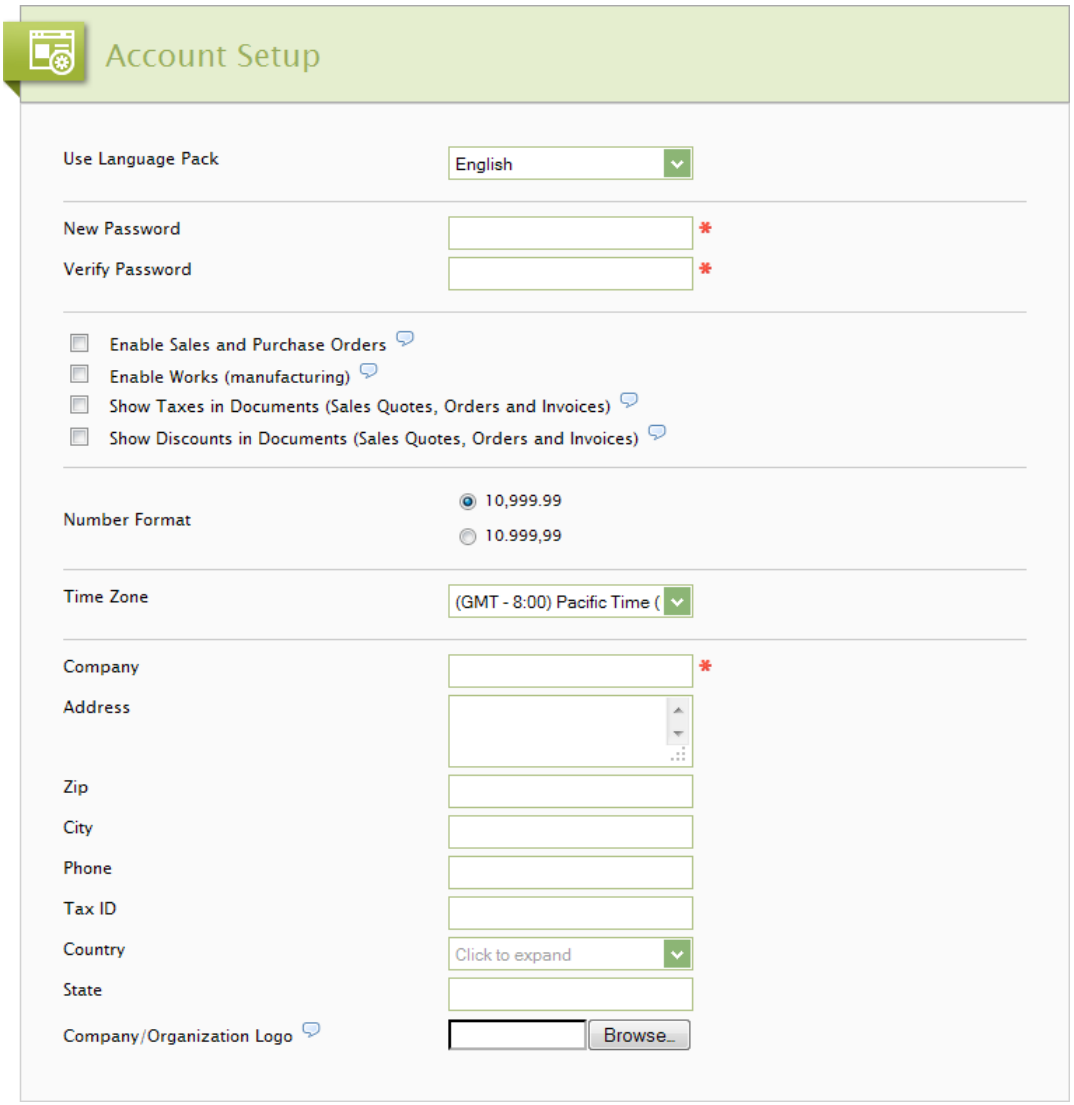


Figure 7-Account Set-up

The *Use Language Pack* option allows for instant localization of the account by choosing a preferred language. English, Spanish, French, Portuguese, Greek and German are available as complete language packs and Turkish, Arabic, Chinese and Norwegian are language packs that are still incomplete and under development. The user can also localize any text in the account by altering the texts according to the company's own terminology. [SEE LOCALIZATION]

A new *Password* will replace the initially assigned -automatically generated- one. The *Password* field is visible in the *Account Setup* module immediately after the first login to Megaventory. Upon successful saving of the *Account Setup* settings, the *Password* may be changed by updating the attributes of a user. [SEE ADDING/DELETING/UPDATING A USER]

Enabling the *Sales and Purchase Orders* in the account adds the flexibility of using the ordering module of Megaventory to handle sales and purchases. [SEE PURCHASE ORDERS, SALES QUOTES AND SALES ORDERS]

If the *Sales and Purchase Orders* module is enabled, the administrator of the account may also enable the *Sales Quotes* module which may be used to handle pre-sales scenarios. [SEE SALES QUOTE]

In case the company/organization manufactures finished goods from raw materials (according to bills of materials), then, the *Works Module* should be enabled in the account. [SEE WORKS (MANUFACTURING)]

Enabling *Taxes* and *Discounts* from the *Account Setup* module will make the taxes or discount columns visible in all the document types (such as Sales Orders, Goods Outbound etc.) that are defined in the account. Users may also enable or disable the taxes or discounts column for each document type individually. [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE]

The *Number Format* defines whether the comma will be used for the thousands separator or as a decimal point separator. Setting the *Time Zone* will add the correct timestamp to the account operations (for example the exact time that a Sales Order was created in Megaventory).

The rest of the *Account Setup* module fields relate to the company/organization information that the Megaventory account is being set up for. These fields will be visible in all the prints of documents that your company generates with Megaventory [SEE PREDEFINED PRINTOUT TEMPLATE]. Finally, the *Company's Logo* may be uploaded with a size less than 500KB. Accepted formats are *jpg*, *gif* and *png*. The logo is visible in the login screen [SEE FIGURE 6-LOGIN SCREEN SHOWING THE UPGRADE NOTIFICATION] as well as in all prints of documents that your company generates with Megaventory.

Account Integrations

The *Account Integrations* module handles the settings involved in integrating Megaventory to 3rd party software. Currently, Megaventory can be integrated to the following software:

- Magento (open source e-commerce platform. For more visit: WWW.MAGENTO.COM)
- Salescast (automatic optimization of stock alert levels and re-order quantities. For more visit: WWW.LOKAD.COM)

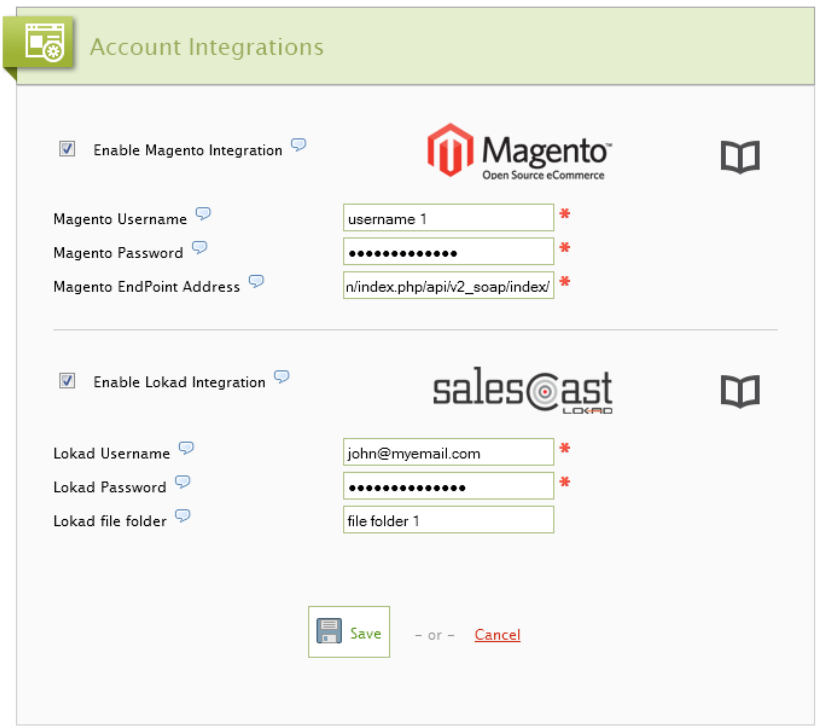


Figure 8-Account Integrations

While the integration settings can be set in the Account Integrations module, the processes involved in integrating Megaventory to a 3rd party software have to be well understood and documented. This is especially true for conflicting processes that can be handled by both Megaventory and the 3rd party software (for example Sales Orders may be handled by both Megaventory and an integrated 3rd party e-commerce software). To document the steps and processes involved, a separate user manual exists for each integration module:

- For the Magento integration, please consult the MAGENTO INTEGRATION MANUAL.
- For the Salescast integration, please consult the SALESCAST INTEGRATION MANUAL.

Activity Logs

The *Activity Logs* module logs all user activity and provides a comprehensive way to track *who did what and when*. This feature can greatly help managers track inefficiencies and mistakes within their company/organization. The *Log Origin* can take three values: *megaventory.com*, *API* and *Data Import* and defines whether the activity has taken place through the megaventory.com web interface, through the data import module [SEE DATA IMPORT IN MEGAVENTORY] or through the Megaventory API layer [SEE HTTPS://API.MEGAVENTORY.COM/V1/].

By selecting a set of activity log rows using the checkboxes of the list, a user may export the visible columns in CSV, XLSX or PDF format by clicking the respective icon.

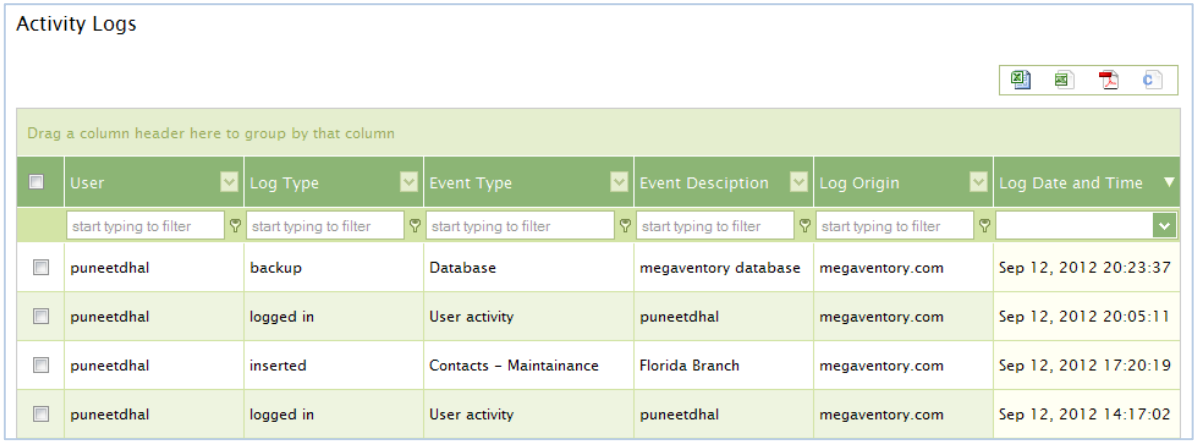

Activity Logs
Drag a column header here to group by that column
User
Log Type
Event Type
Event Desciption
Log Origin
Log Date and Time
start typing to filter
puneetdhal backup Database megaventory database megaventory.com Sep 12, 2012 20:23:37
puneetdhal logged in User activity puneetdhal megaventory.com Sep 12, 2012 20:05:11
puneetdhal inserted Contacts – Maintainance Florida Branch megaventory.com Sep 12, 2012 17:20:19
puneetdhal logged in User activity puneetdhal megaventory.com Sep 12, 2012 14:17:02

Figure 9-Activity Logs

✓ Accessing the ***Activity Logs*** module requires administrator access to the account.

Export Data

The *Export Data* module provides the ability to export row details of any issued document (Goods Inbound/Outbound/Transfer, Sales Quotes, Sales & Purchase Orders, Sales & Purchase Invoices, Returns and Credit Invoices). This can be useful in case the user wants to either migrate these data to another sales and inventory management software or to import these data to accounting software. The supported export formats are XLSX, CSV and PDF and the export is generated by clicking the respective icon.

The Document header and Product Details fields that will appear in the export file are the following ones: Document Description, Document Number, Status, Inventory Location [SEE INVENTORY LOCATIONS], Supplier/Client [SEE SUPPLIERS AND CLIENTS], Issue Date, Custom Document Date 1, Custom Document Date 2, Contact Name [SEE CONTACTS], Billing Address, Shipping/Receiving Address, Document Comments, Document Tags, SKU [SEE SKU], Product Description, Quantity, Currency Code, Subtotal, Discount, Tax [SEE TAXES AND DISCOUNTS IN MEGAVENTORY], Total Value and Remarks.

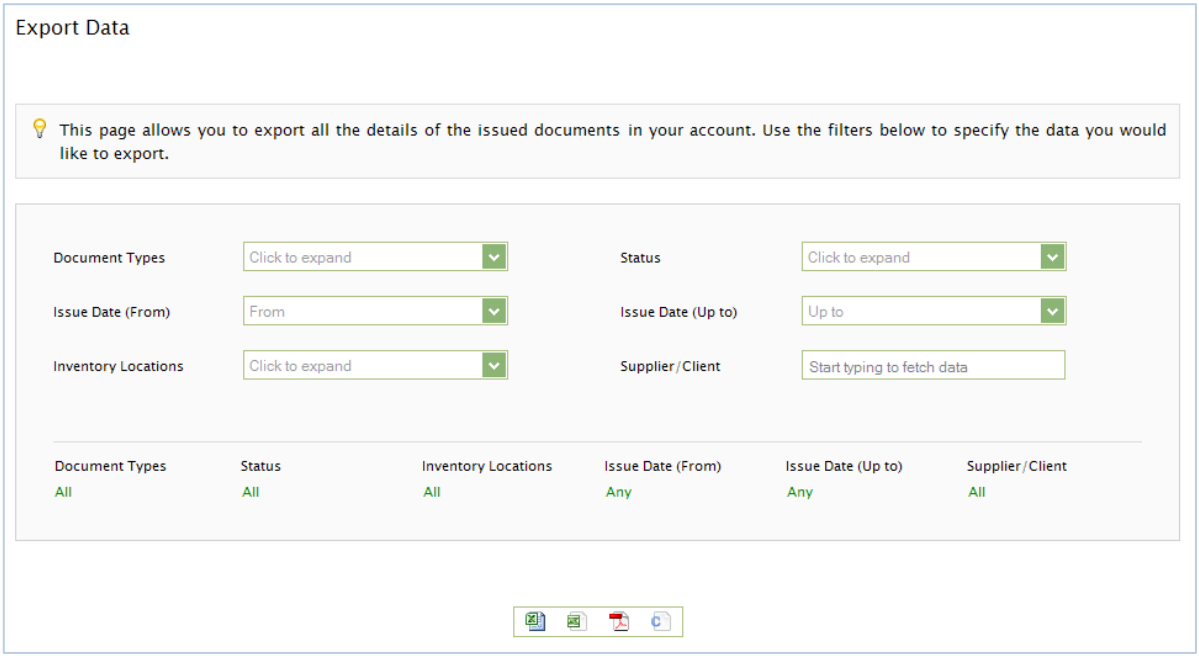


Figure 10-Export Data

- ✓ If no filter is selected, all data are exported by default.
- ✓ By setting filters, the user is limiting the data that are exported (for example, selecting ***From/To Issue Dates*** will export details of documents that are issued within a specific time span).
- ✓ Accessing the ***Export Data*** module requires administrator access to the account.

Localization

The *Localization* module can be used to modify/localize any text string that is defined in the Megaventory application. There are currently more than 1300 text phrases used in Megaventory and –by changing them- the administrator can 100% localize Megaventory according to the needs and specifications of the business. For example, the administrator may translate Megaventory to another language or change specific text strings to make Megaventory comply with the terminology of the business.

By clicking *Reset All Texts to Defaults* the user may delete all values in the *User Defined Language Text column* so that the *Default Language Text* is used throughout Megaventory.

By selecting a set of rows using the checkboxes of the list, a user may also export the visible columns in XLSX, PDF or CSV format by clicking the respective icon.

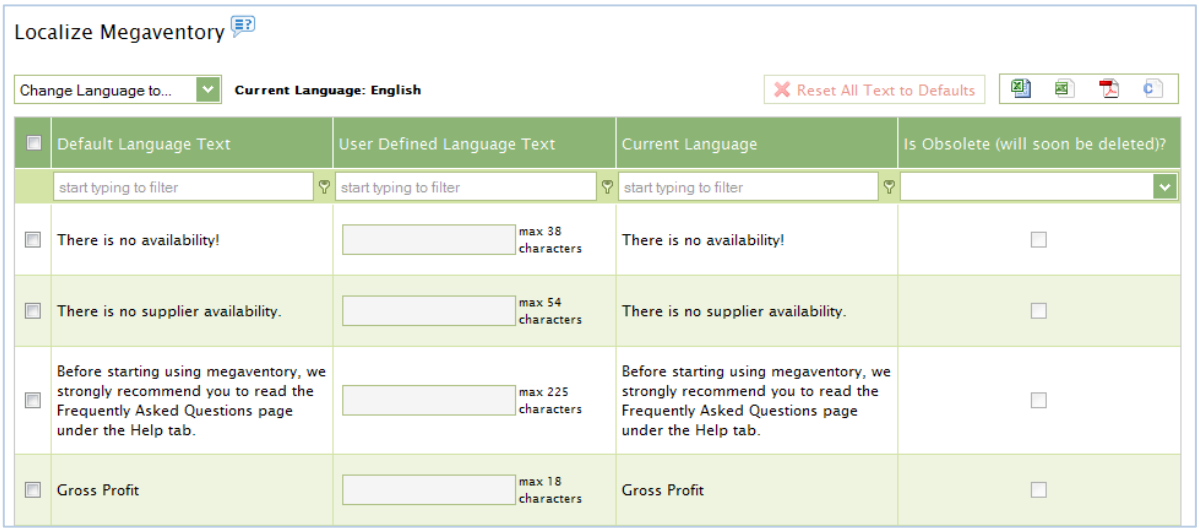

Localize Megaventory
Change Language to...
Current Language: English
Reset All Text to Defaults
Default Language Text
User Defined Language Text
Current Language
Is Obsolete (will soon be deleted)?
start typing to filter
There is no availability!
max 38 characters
There is no supplier availability.
max 54 characters
Before starting using megaventory, we strongly recommend you to read the Frequently Asked Questions page under the Help tab.
max 225 characters
Gross Profit
max 18 characters

Figure 11-Localize Megaventory

To change a default text, the administrator can start typing directly in the text areas of the *User Defined Language Text* column. A successful update of a text shows a ticker icon (✔) next to the updated text area. To fetch -for example- only those texts that include the word "supplier", the user may add this text in the *start typing to filter* field of the *Default Language Text* column and then localize accordingly by typing in the *User Defined Language Text* column. If the *is Obsolete* flag is set, then, this text is not used anymore in Megaventory and as such, there is no need to localize it.

- ✓ Updating a text through the ***Localization*** module is instantly applied to the whole account (refreshing the browser's window will display the changes).
- ✓ All users see the same texts: the ***Localization*** module has an account-wide effect.
- ✓ Accessing the ***Localization*** module requires administrator access to the account.

Database Backup and Restore

The *Database Backup and Restore* module supports backing up and restoring the account at various points in time. This is handy if, for example, the result of a critical business operation needs to be tested (such as importing data or testing the effect of a new coding system for the company's SKUs). In such a case, the administrator may backup the Megaventory account so that the account can be later restored to its previous state. To back up the account, the *Backup Now* option should be clicked.

By selecting a set of backup rows using the checkboxes of the list and clicking *Delete*, a user may delete the selected backups

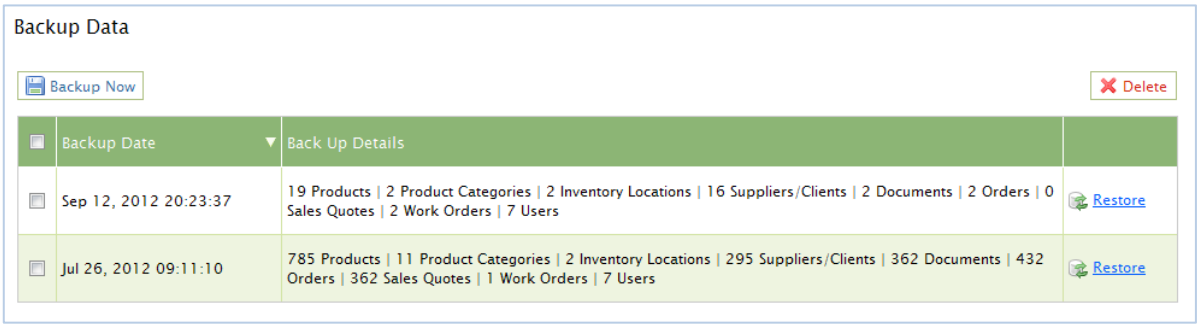

Backup Data
Backup Now
Delete
Backup Date
Back Up Details
Sep 12, 2012 20:23:37
19 Products | 2 Product Categories | 2 Inventory Locations | 16 Suppliers/Clients | 2 Documents | 2 Orders | 0 Sales Quotes | 2 Work Orders | 7 Users
Restore
Jul 26, 2012 09:11:10
785 Products | 11 Product Categories | 2 Inventory Locations | 295 Suppliers/Clients | 362 Documents | 432 Orders | 362 Sales Quotes | 1 Work Orders | 7 Users
Restore

Figure 12-Database Restore and Backup

- ✓ Restoring a Data Backup will effectively overwrite the current database with the restored database. **This action is irreversible**.
- ✓ All users that are signed-in will be automatically signed-out due to the restore action. They can again sign-in after the restore action.
- ✓ Accessing the ***Database Backup and Restore*** module requires administrator access to the account.

Database Reset

The *Database Reset* module can be used to:

- *Fully Reset* the account (resets all data). This will bring the account to its initial state. Only users and currencies are preserved. This option should be chosen to start building all data from scratch.
- *Partially Reset* the account (resets only inventory). This zeroes the inventory by deleting all documents issued but preserves all account entities (products, suppliers, clients, etc.). This option should be chosen to maintain the entities of the account and start using Megaventory with real documents (for example orders & goods Inbound/outbound documents). It is mainly used after the initial Megaventory trial/testing so that users may proceed into the production state with live data.

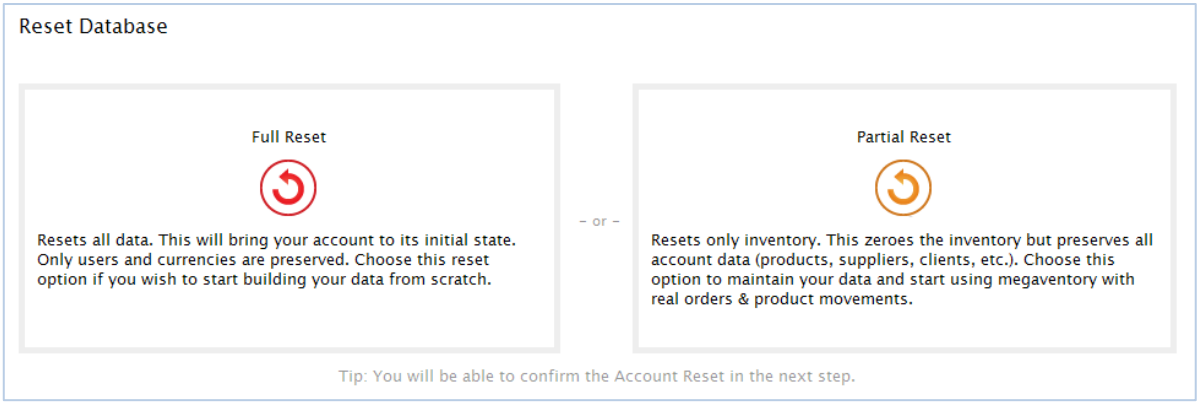

Reset Database
Full Reset
Resets all data. This will bring your account to its initial state. Only users and currencies are preserved. Choose this reset option if you wish to start building your data from scratch.
- or -
Partial Reset
Resets only inventory. This zeroes the inventory but preserves all account data (products, suppliers, clients, etc.). Choose this option to maintain your data and start using megaventory with real orders & product movements.
Tip: You will be able to confirm the Account Reset in the next step.

Figure 13-Reset Database

✓ A ***Partial*** or a ***Full Reset*** is an irreversible action.

✓ Accessing the ***Database Reset*** module requires administrator access to the account.

Account Data

Users and User Access Permissions

Overview

Megaventory supports multiple users and restricts their access to specific parts of the application by using a sophisticated user access permissions setup: users can be restricted to (a) Megaventory pages (b) specific Inventory Locations (i.e. physical stores, warehouses etc.) and (c) Suppliers or Clients. The administrator of the account may create multiple users and accordingly set user access permissions [SEE SETTING USER ACCESS PERMISSIONS] to allow or deny access to certain Megaventory pages (such as products, reports, orders etc.) to specific Inventory Locations or to specific Suppliers and/or Clients. A user session must be unique; if two users sign-in using the same username, the session is assigned to the last user that signed-in. In such a case, the first user will be automatically signed out.

The *List of Users* module provides information about the user *Creation Date*, the *Last Login Date*, the *Online Status* and whether the user is *Locked Out* of the account. The *Online Status* is active if there has been activity of the specific user during the last five (5) minutes. A user is *Locked Out* of the account if there are five (5) consecutive failed login attempts for that user.

- ✓ A ***Locked Out*** user (other than the administrator) cannot access the account. In such a case, only the administrator of the account can unlock the ***Locked Out*** user.
- ✓ A ***Locked Out*** administrator user should seek Megaventory support to access the account.

To add a new user, the *Add* option should be clicked. To update an existing user, the *User Name* of the respective user should be clicked. To update the user access permissions, the *Edit User Permissions* option should be clicked. [SEE ADDING/DELETING/UPDATING A USER]

By selecting a set of user rows using the checkboxes of the list, a user may export the visible columns in XLSX, PDF or CSV format by clicking the respective icon.

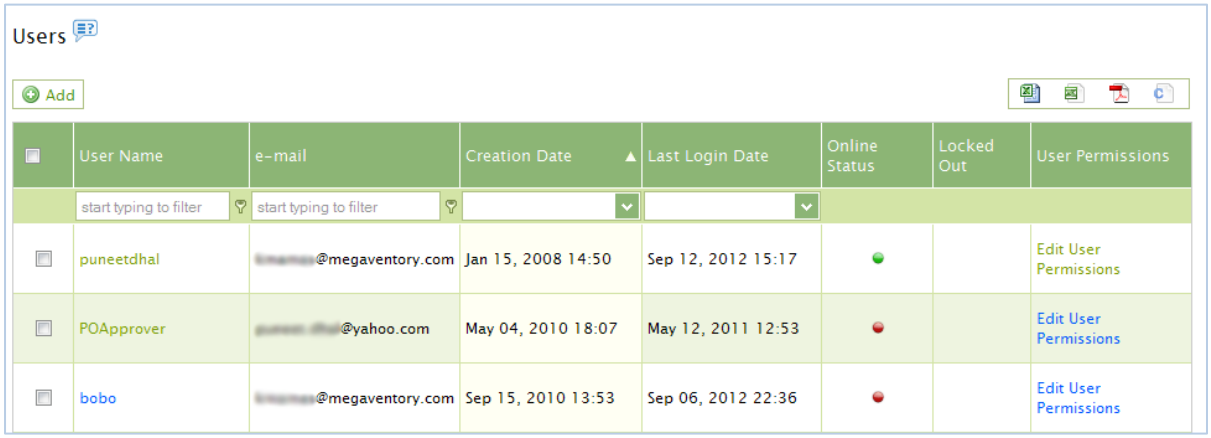


Figure 14-Users

✓ Accessing the ***List of Users*** module requires administrator access to the account.

Adding/Deleting/Updating a User

Adding a new user to the account requires choosing the *User Name*, setting the *Password* and adding a valid *e-mail*. All three fields are compulsory.

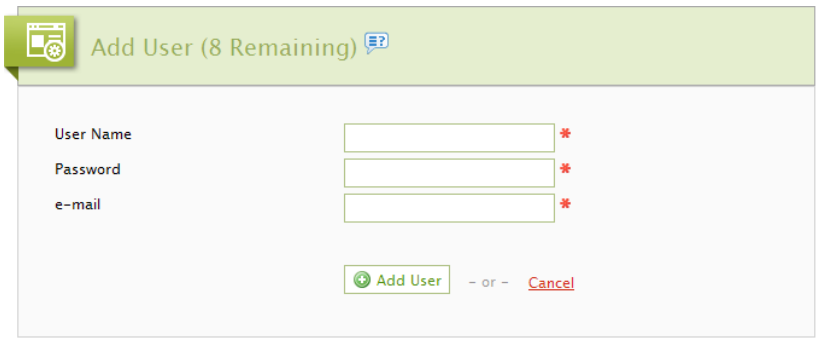


Figure 15-Adding a User

Once the user is successfully added by clicking on the *Add User* option, an automated e-mail message (to the *e-mail* address provided) is sent to the user with login instructions. The page is then immediately redirected to the *User Access Permissions* module. [SEE SETTING USER ACCESS PERMISSIONS]

The *e-mail* and *Password* of an existing user can also be updated [SEE FIGURE 16-DELETING/UPDATING A USER]. In such a case, the administrator may also generate and assign an *API key* to the user in question by clicking the API key icon ( ) on the page. The API layer can be utilized by 3rd party developers to build apps that communicate with Megaventory. [SEE HTTPS://API.MEGAVENTORY.COM/V1/].

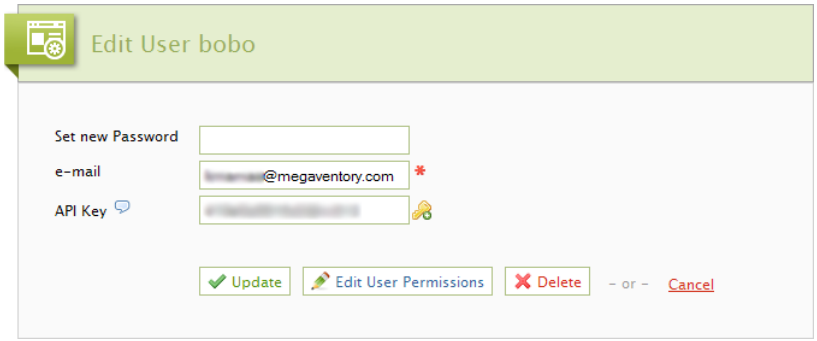


Figure 16-Deleting/Updating a User

- ✓ Leaving the ***Set new Password*** field blank will retain the existing password of the user.
- ✓ In case the user is deleted, all user access permission information is also deleted. [SEE SETTING USER ACCESS PERMISSIONS]
- ✓ The ***API key*** is a password and should be treated as a password.
- ✓ The user access permissions are also effective to the API functionality: If a user has no access to an Inventory Location in the Megaventory application, the user will also not have access to this Inventory Location through the API layer.
- ✓ Adding/Deleting/Updating a user requires administrator access to the account.

Setting User Access Permissions

By defining user access permissions Megaventory becomes a powerful platform where tasks can be distributed among users in a single collaborative web environment. The efficiency of the *User Access Permissions* module can be illustrated better with the following example involving a network of franchise stores: *"a franchisee store owner may have access to issue orders and view reports of his store but will be denied access to stores of other franchisees. A Sales manager of the franchise company may have access to sales reports from all the franchisee stores. Each franchisee store may use Megaventory to send their Purchase Orders directly to the main warehouse of the franchise company."*

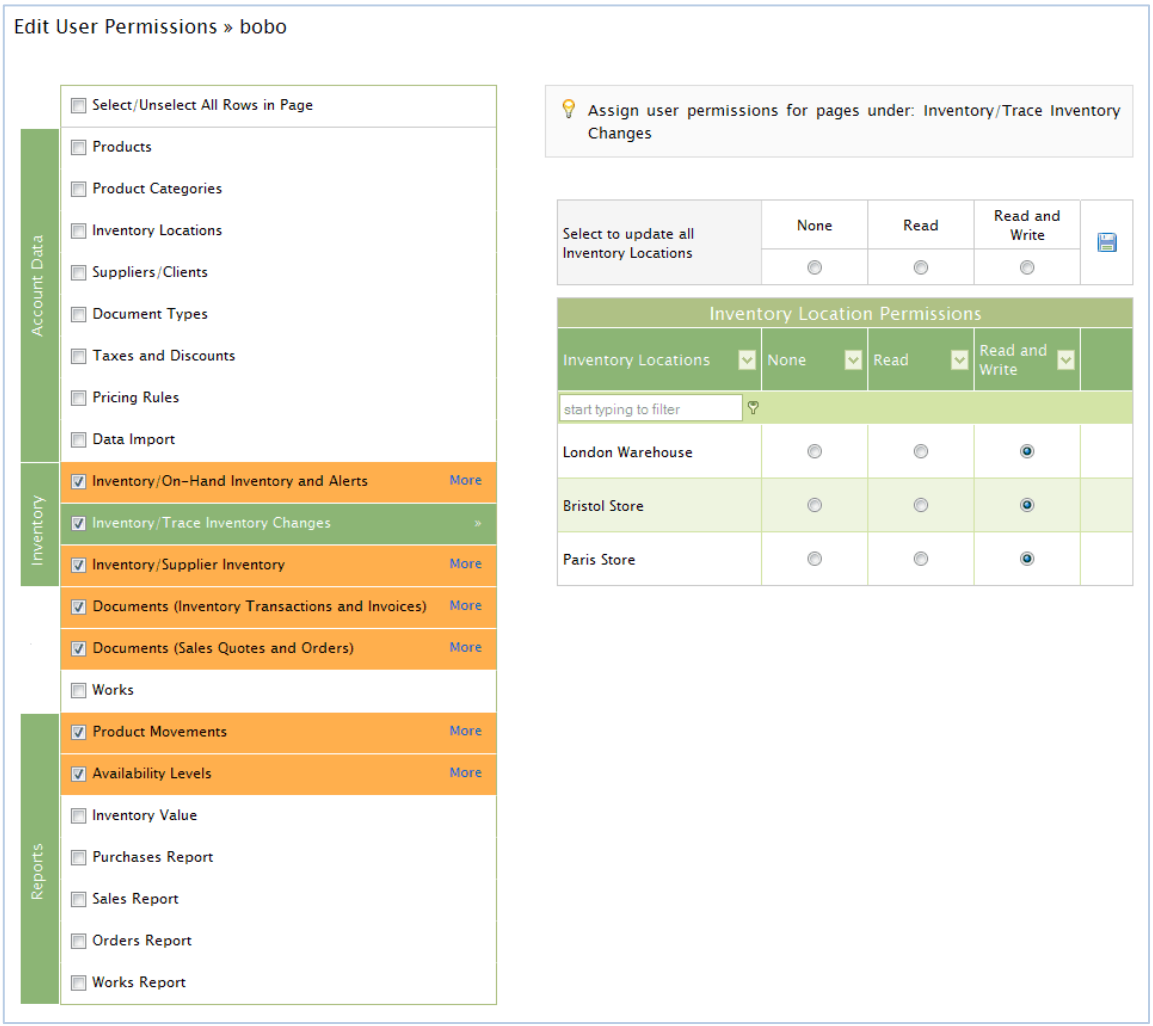


Figure 17-User Permissions

The *User Access Permissions* module includes a list with all the basic modules of Megaventory. A selected checkbox next to a module denotes whether the user in question will be able to access the specific module. For example, if the *Products* module under the *Account Data* group is unchecked, then, the user in question cannot access the *Products* module. Some modules have an extra layer of access permissions settings (extended permissions) associated with them. The extra layer of access permissions settings is made available by clicking the *More* option next to the respective module. For example, in the *Trace Inventory Changes* module under the *Inventory* group, the administrator can define no access to an Inventory Location and read access to another Inventory Location for the specific user. A successful update of a setting in the *User Access Permissions* module shows a ticker icon (✔) next to the updated user permission setting. [SEE FIGURE 17-USER PERMISSIONS]

On top of the above functionality, user permissions can be set for:

- Editing the Bill of Materials of a product that is of type "Manufacture from Work Order" [SEE BILL OF MATERIALS]
- Editing the price of a product while creating a document. This option can be found under the *Documents (Inventory Transactions and Invoices)* and under the *Documents (Sales Quotes and Orders)* tabs respectively.

- ✓ A special case for the ***User Access Permissions*** module is the access permissions for the ***Data Import*** module. If access to the ***Data Import*** module is given, the user will be able to import only entities (for example, ***Products***, ***Product Categories***) if the user has also been given access to the respective modules (***Products*** module, ***Product Categories*** module etc.) of those entities.
- ✓ Changing user access permissions at the module level (for example restricting access to the ***Products*** module) will be effective with the next login of that user.
- ✓ Changing user access permissions for editing the price of a product while creating a document will be effective with the next login of that user.
- ✓ Changing user access permissions for an inventory location or a supplier/client (extra layer of user access permissions under a module) has immediate effect (no user logout is necessary).
- ✓ Accessing the ***User Access Permissions*** module requires administrator access to the account.

Currencies

Overview

Megaventory supports multiple currencies and uses the exchange rate between the defined currencies to generate correct figures in sales and cost reports. The *List of Currencies* module provides a comprehensive view of all information related to the set-up of currencies. To add a new currency, the *Add Currency* option should be clicked. To update an existing currency, the *Currency Code* of the respective currency should be clicked.

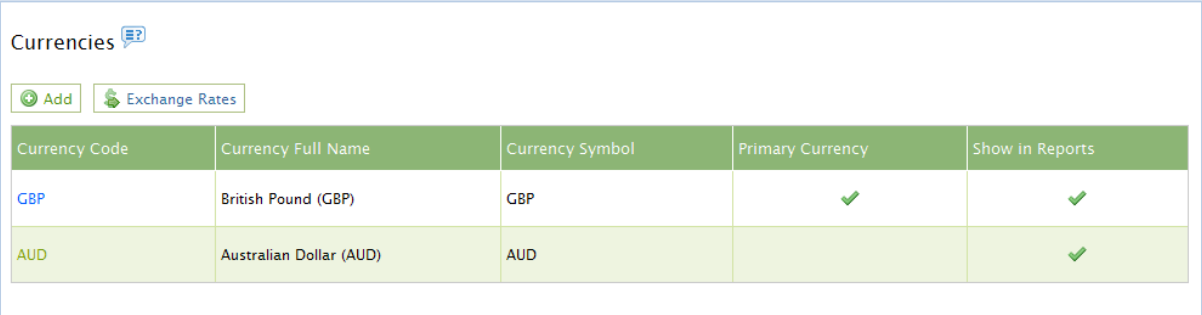


Figure 18-Currencies

- ✓ Accessing the ***Currencies*** module requires administrator access to the account.
- ✓ This module is also accessible by the ***CurrencyGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Deleting/Updating a Currency

Adding a new currency to the account requires choosing the *Currency Code* from a list of available currencies and adding the *Currency Symbol*.

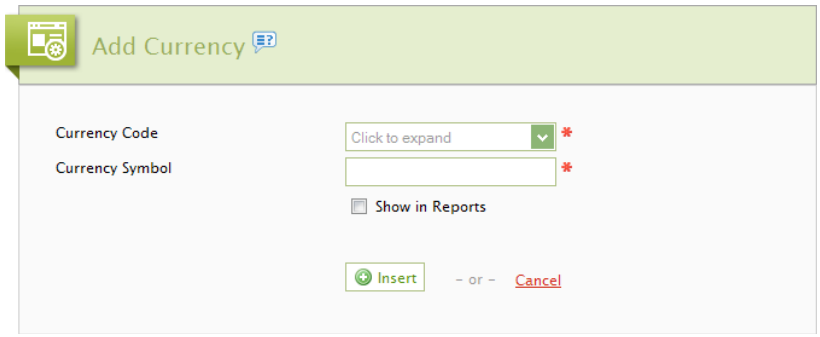


Figure 19-Adding/Deleting/Updating a Currency

A currency symbol is a graphic symbol used as shorthand for a currency's name. For example, $ or €. If such a symbol does not exist, users should add the three letter code of the currency according to the ISO 4217 specifications (for example, GBP, MXN, etc.). A *Show in Reports* checkbox flag denotes whether the Currency added will be available in Reports.

- ✓ Businesses that need to report only in their main/base currency should always leave the ***Show in Report*** option unchecked.

- ✓ Once a currency is defined, no other field except the ***Currency Symbol*** can be updated for that currency.
- ✓ A currency can be deleted unless it has been used in a document (for example a Sales Order).
- ✓ A currency cannot have the same ***Currency Code*** or ***Currency Symbol*** as an existing currency.
- ✓ A currency cannot have the same ***Currency Code*** or ***Currency Symbol*** as a deleted currency.
- ✓ Adding/Deleting/Updating a currency requires administrator access to the account.

Currency Exchange Rates

When multiple currencies are defined in the account, users can create documents (Sales Quotes, Sales and Purchase Orders, Sales and Purchase Invoices) in a currency other than the base/main currency of the account. To accurately report on company's costs and profits the exchange rates between the available currencies must be correctly set.

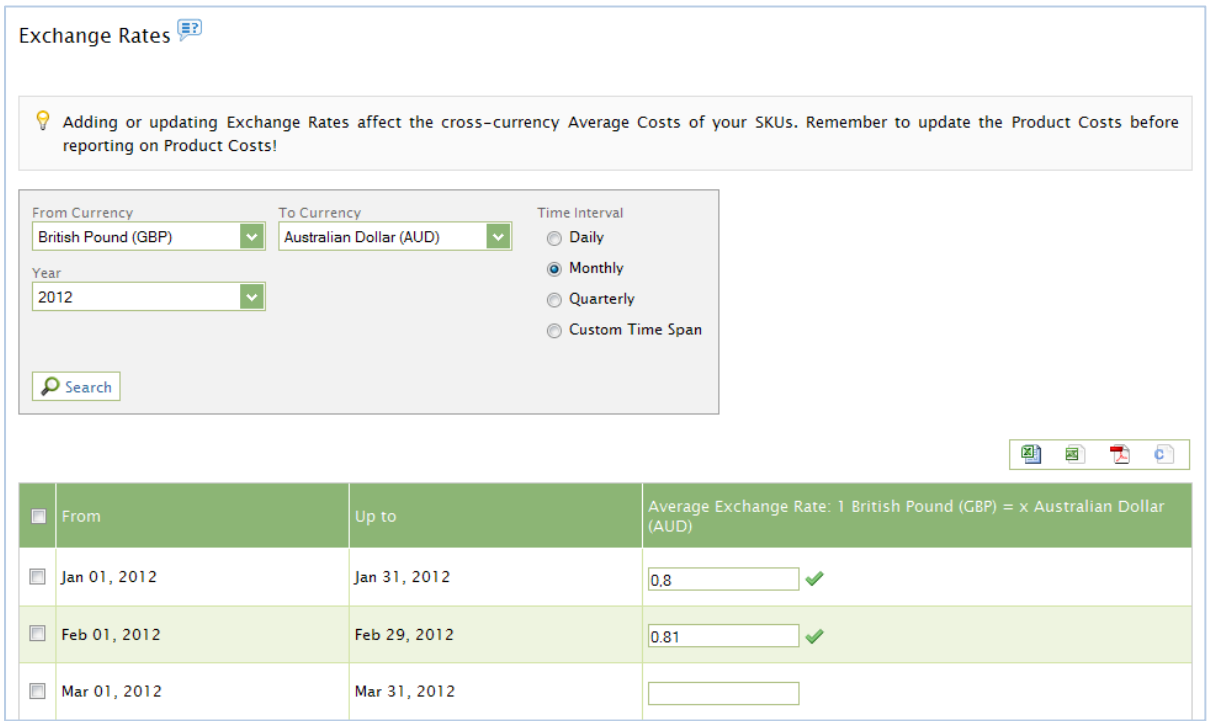


Figure 20-Currency Exchange Rates

In the *Exchange Rates* module, the *From Currency* / *To Currency* options relate to the two currencies for which the exchange rate is set. One of the following *Time Interval* choices

defines the exchange rate periods: *Daily*, *Monthly*, *Quarterly* and *Custom Time Span*. If exchange rates are defined in overlapping time intervals (say for both *Quarterly* and *Daily*) for the same pair of currencies, the shortest time interval gets priority (the *Daily* rate in the above example). This is true, unless the *Custom Time Span* is selected; in this case, the priority always goes to the exchange rate figures of the *Custom Time Span*. In case no exchange rate has been set for a specific time period in any *Time Interval*, then, the exchange rate is by default set to one (1:1) for that specific time period.

Once the *From Currency* / *To Currency*, the *Time Interval* and the *Year* options have been selected, the *Search* option fetches the exchange rate figures. To update a figure, the administrator user can type the exchange rate directly into the respective textbox. A successful update of an exchange rate figure shows a ticker icon (✔) next to the updated exchange rate figure.

By selecting a set of exchange rate rows using the checkboxes of the list, a user may export the visible columns in CSV, XLSX or PDF format.

- ✓ After updating exchange rate figures -and before reporting on valuations, costs or profits-, users are notified to update the Product unit costs when visiting the respective reports. [SEE PRODUCT COSTING]
- ✓ Accessing the ***Exchange Rate*** module requires administrator access to the account.

Shipping Providers

Overview

Megaventory supports shipping providers and uses the tracking URL of the shipping provider to track shipments that include a tracking id. The shipping provider and a tracking id of the shipment provider can be added to a Megaventory goods outbound document so that a user can track the shipment status of a specific shipment. The *List of Shipping Providers* module provides a view of all information related to the shipping providers of the

Megaventory account. To add a new shipping provider, the *Add Shipping Provider* option should be clicked. To update an existing currency, the *Shipping Provider Name* of the respective shipping provider should be clicked.

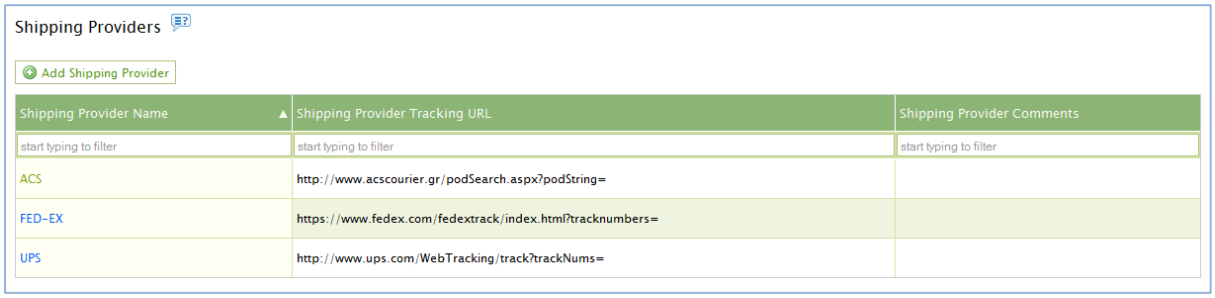


Figure 21–Shipping Providers

- ✓ Accessing the ***Shipping Providers*** module requires administrator access to the account.
- ✓ This module is also accessible by the ***ShippingProviderGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Deleting/Updating a Shipping Provider

Adding a new shipping provider to the account requires choosing the *Shipping Provider Name,* adding the *Shipping Provider Tracking URL* and adding the *Shipping Provider Comments* field.

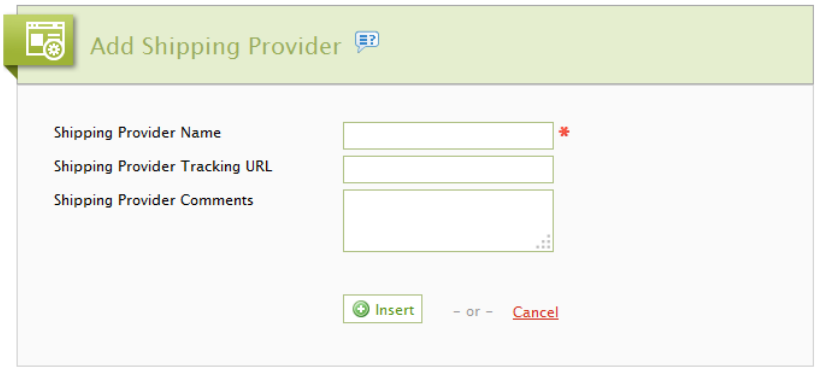


Figure 22-Adding/Deleting/Updating a Shipping Provider

The *Shipping Provider Tracking URL* should include the full URL that the shipping provider uses to track shipments (not including the tracking number/id). For example: https://www.fedex.com/fedextrack/?tracknumbers=

- ✓ Adding/Deleting/Updating a shipping provider requires administrator access to the account.
- ✓ This module is also accessible by the ***ShippingProviderUpdate*** and ***ShippingProviderDelete*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Products

Overview

A product is the basic entity of Megaventory. A product can have quantity in one or more inventory locations, can be moved from/to inventory locations and can be sold to a client and bought from a supplier. In case the *Works* module is enabled [SEE WORKS (MANUFACTURING)] a product can also be manufactured from raw materials (components) according to its bill of materials. [SEE BILL OF MATERIALS]

The *List of Products* module provides the following features:

- *View/Edit the suppliers of a product*. By clicking the supplier icon ( ) a user may assign the product to one or more suppliers (applies only for those products that are of type "Buy from Supplier" or "Manufacture from Work Order and Buy from Supplier").
- *View/Edit the Bill of Materials of a product*. By clicking bill of materials icon ( ) a user may view or update the bill of materials of the product (only for those products that are of type "Manufacture from Work Order" or "Manufacture from Work Order and Buy from Supplier").
- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search Bills of Materials by Raw Material*: This feature is displayed if the *Works* module is enabled [SEE WORKS (MANUFACTURING)]. A user may add a *SKU* code (to represent the raw material product) or a remarks text in the textbox and click the search icon ( ). In such

a case, the system searches through the bills of materials of all the products that are of type "Manufacture from Work Order" or "Manufacture from Work Order and Buy from Supplier" and lists only those products that include the raw material in their bills of materials.

- *Pin to Clipboard*: By selecting a set of product rows using the checkboxes of the list, a user may pin the products to the clipboard and quickly paste the products inside a document. [SEE CLIPBOARD]
- *Edit Multiple Products*: By selecting a set of product rows using the checkboxes of the list, a user may assign common product attributes to the selected products. For example, a common *Product Category*. [SEE UPDATING MULTIPLE PRODUCTS]
- *Delete Multiple Products*: By selecting a set of product rows using the checkboxes of the list, a user may delete the selected products.
- *Export Products*: By selecting a set of product rows using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

To add a new product from the *Products* module, the *Add* option should be clicked. To update an existing product, the *SKU* code of the respective product should be clicked.

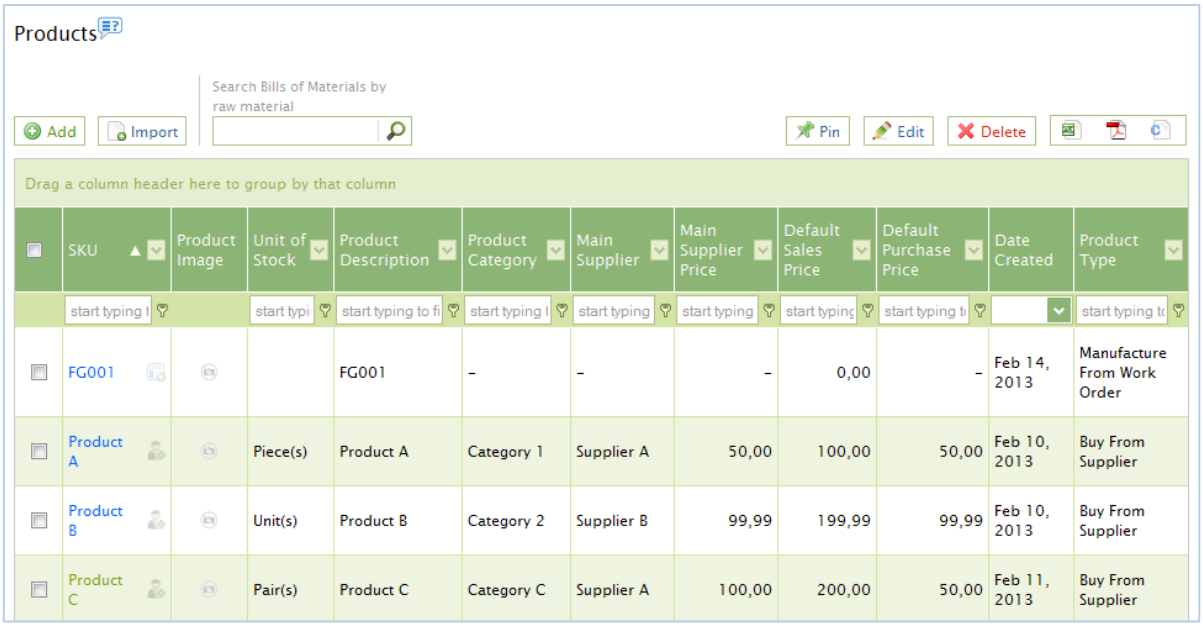

Products
Search Bills of Materials by raw material
Add
Import
Pin
Edit
Delete
Drag a column header here to group by that column
SKU
Product Image
Unit of Stock
Product Description
Product Category
Main Supplier
Main Supplier Price
Default Sales Price
Default Purchase Price
Date Created
Product Type
FG001 FG001 - - - 0,00 - Feb 14, 2013 Manufacture From Work Order
Product A Piece(s) Product A Category 1 Supplier A 50,00 100,00 50,00 Feb 10, 2013 Buy From Supplier
Product B Unit(s) Product B Category 2 Supplier B 99,99 199,99 99,99 Feb 10, 2013 Buy From Supplier
Product C Pair(s) Product C Category C Supplier A 100,00 200,00 50,00 Feb 11, 2013 Buy From Supplier

Figure 23-Products

✓ This Module is also accessible by the ***ProductGet*** API function. For more, visit https://api.megaventory.com/v1/

Product Suppliers

A product can be associated to many suppliers (one *Main Supplier* and other secondary suppliers). If this option is set, the product will be listed in the *Supplier Inventory* module [see Supplier Inventory] when its supplier is chosen. It can also be assigned a *Supplier Purchase Price* [see Supplier Purchase Price] that can be used as the *base price* in the Pricing Rules module [see Adding/Deleting/Updating a Pricing Rule].

Assigning the product to a supplier does not restrict this product to the supplier when a document is issued unless the *Restrict Products by the Selected Supplier* option is set in the definition of the document type of the document [see Adding/Deleting/Updating a Document Type].

To assign the product to one or many suppliers, the icon next to the respective product SKU code should be clicked.

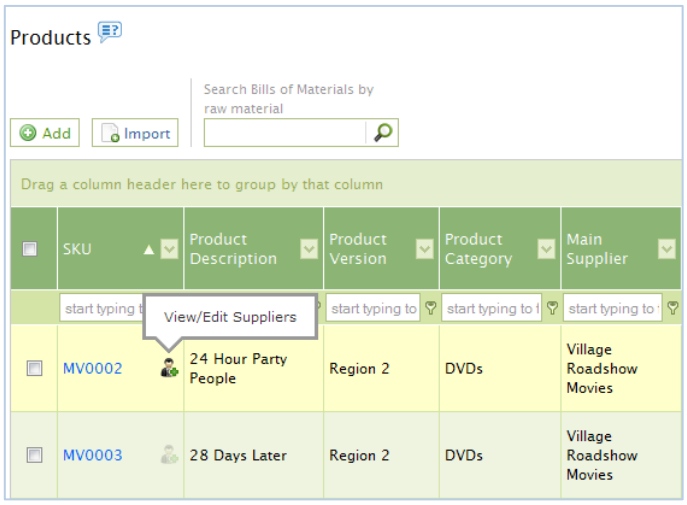


Figure 24-Icon to View/Edit the suppliers of a product

Once the icon is clicked, a pop-up window displays the suppliers of the product [see Figure 25-Viewing/Editing the suppliers of a product]. Multiple suppliers may be assigned to a product and a main supplier may be chosen among the full list of suppliers. If the *More*

option is clicked, the *Supplier Inventory* module for that product and supplier will open up [SEE SUPPLIER INVENTORY].

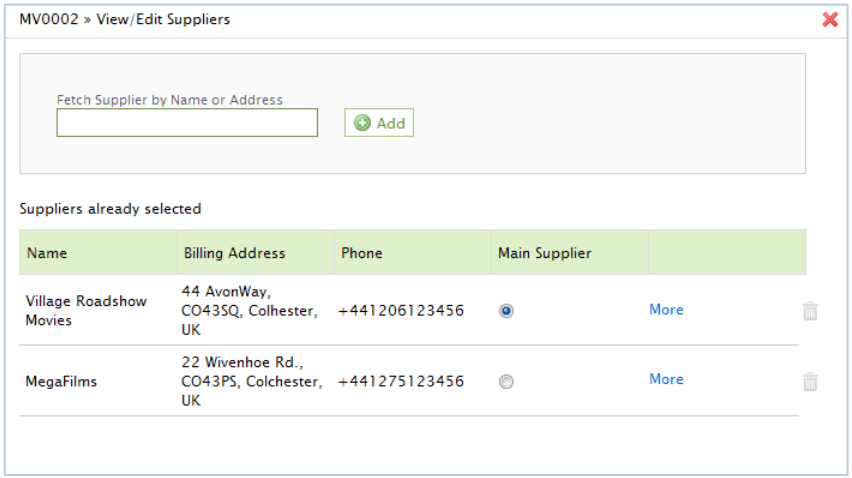


Figure 25-Viewing/Editing the suppliers of a product

- ✓ A product can be associated to a supplier only if the product is of the product type ***Buy From Supplier*** (applies if the ***Works*** module is enabled).[SEE WORKS (MANUFACTURING)]

Adding/Deleting/Updating a Product

Adding a new Product to the account requires -at minimum- the setting of the compulsory fields of the *SKU* code and the *Product Description*.

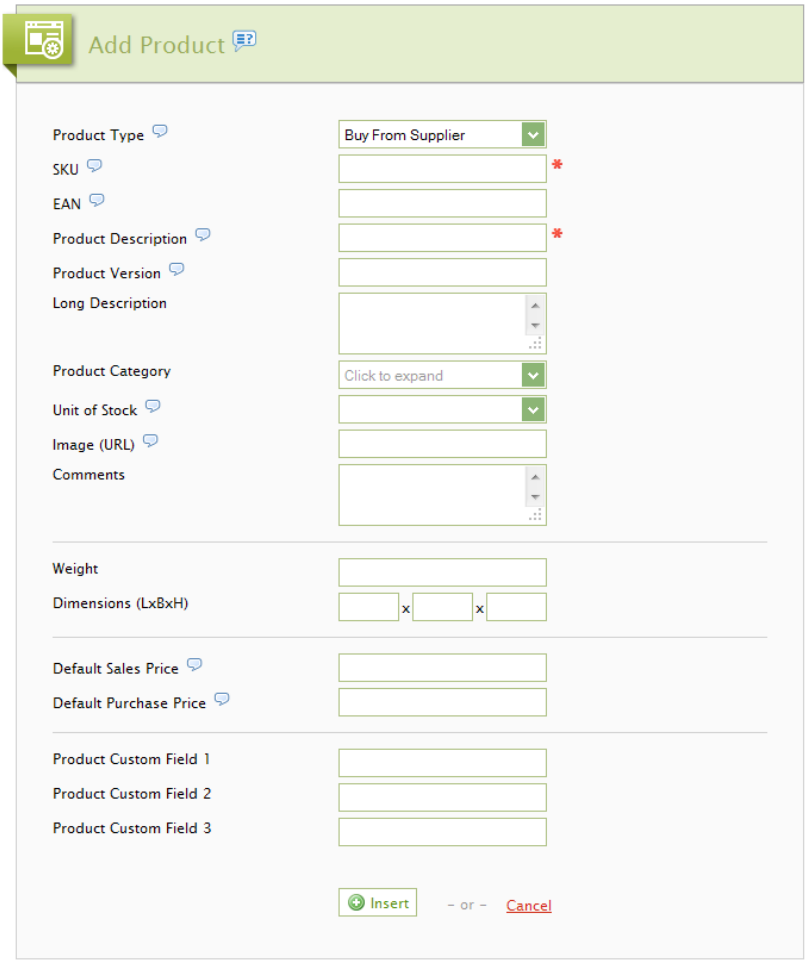


Figure 26-Adding/Deleting/Updating a Product

- ✓ This module is also accessible by the ***ProductUpdate*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/
- ✓ Products may also be added and/or updated through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY AND UPDATING DATA WITH THE DATA IMPORT MODULE]

Product Type

The *Product Type* defines whether the product is a *Manufactured from a Work Order* or *Buy from Supplier* type. In case the product is of *Manufactured from a Work Order* type, it can be associated to a bill of materials and can be manufactured using the *Works* module of Megaventory [SEE WORKS (MANUFACTURING)]. In case the product is of *Buy from Supplier* type, it can be bought from a Supplier and as such, be included in Purchase Orders or Goods Inbound documents [SEE DOCUMENT TYPES]. A product that is of type *Manufactured from a Work Order or Buy from Supplier* can be either manufactured or bought.

- ✓ The ***Product Type*** option is only visible if the ***Works*** module is enabled in the account. [SEE WORKS (MANUFACTURING)]
- ✓ The ***Product Type*** can be updated from ***Buy from Supplier*** to ***Manufacture from Work Order*** only if the Product has not been included in a Purchase Order or a Goods Inbound document
- ✓ The ***Product Type*** can be updated from ***Manufacture from Work Order*** to ***Buy from Supplier*** only if the Product has not been included in a Bill of Materials
- ✓ A ***Manufacture from Work Order*** only Product cannot be included in a Purchase Order or a Goods Inbound document.
- ✓ A ***Buy from Supplier*** only Product cannot be manufactured from a Work Order.

SKU

The product *SKU* (Stock Keeping Unit) code is a unique identifier of the product. It is the code by which products are stored and moved in and out of inventory locations.

- ✓ A ***SKU*** code cannot be the same as an existing SKU code
- ✓ A ***SKU*** code cannot be the same as a deleted SKU code
- ✓ The ***SKU*** code of a Product cannot be updated if one of the following two conditions apply:
  - The product is included in one or more documents
  - The product is included in one or more bills of materials (only applies if the works module is enabled). [SEE WORKS (MANUFACTURING)]
- ✓ The ***SKU*** code field can accommodate up to 20 characters

EAN

The *EAN* (European Article Number) code is an extra code that can be used to store the barcode information of the product. When the graphical representation of the EAN code is scanned with a scanner device, the system searches through the list of EAN codes in the database and fetches the Product to be included in documents without using a keyboard device.

- ✓ The ***EAN*** field can accommodate up to 20 characters

Product Description

The *Product Description* field should accommodate the description/name of the product. Products may share the same *Product Description* but have different *SKU* codes. In this case, a different *Product Version* should be set. [SEE PRODUCT VERSION]

✓ The ***Product Description*** can accommodate up to 400 characters

Product Version

The *Product Version* (or variant) can be used to distinguish between products that share the same *Product Description* but are slightly different (color, size, unit etc.). An example showing the use of the *SKU* code, the *Product Description* and the *Product Version* is the following one:

- SKU code: 00001
- Product Description: Timberland Bootie
- Product Version: Brown/42-43

- SKU code: 00002
- Product Description: Timberland Bootie
- Product Version: Brown/43-44

In the above example, "Timberland Bootie" is the common *Product Description* and "Brown /42-43" and "Brown/43-44" are the two different *Product Versions* (variants of the same Product). In this example, a character delimiter "/" is used to separate the color and size variants. The structure to use to create and categorize products is: *Product Category* > *Product Description* > *Product Version*.

✓ The ***Product Version*** can accommodate up to 400 characters

Default Sales Price

A product may be associated to a *Default Sales Price*. This association helps with data entry when issuing a Megaventory document (Sales Quote, Sales Order or Goods Outbound & Sales Invoice). If no sales pricing rule [SEE PRICING RULES] applies at the time the product is inserted in a product row of a sales document the *Default Sales Price* will be included automatically when issuing the document (the price of the product can be changed on-the-fly by the user creating the document if the user has been assigned permissions to edit the price of the document).

Default Purchase Price

A product may be associated to a *Default Purchase Price*. This association helps with data entry when issuing a Megaventory document (Purchase Order or Goods Inbound & Purchase Invoice). If no purchase pricing rule [SEE PRICING RULES] applies at the time the product is inserted in a product row of a purchasing document, the *Default Purchase Price* will be included automatically when issuing the document (the price of the product can be changed on-the-fly by the user creating the document if the user has been assigned permissions to edit the price of the document).

Product Image

A product can be associated with a *Product Image* that should be hosted on an external online source. The association is performed by just adding the URL link of the image. For example, adding the following text in the Product Image field will display the Megaventory logo: *"https://www.megaventory.com/images/mvLogoMail.png"*. The image dimensions need to be less than 150 pixels (in both the width & height) so that the display of the list of Products in the *Products* module remains in good shape (a large image tents to expand the *Product Image* column width breaking the design of the *Products* module. [SEE FIGURE 23-PRODUCTS]

- ✓ An image hosting service such as WWW.POSTIMAGE.ORG can be used to store your images and link to them from Megaventory.

Weight

If the product *Weight* is entered then, it has to be entered at the same weight unit for all products. For example, the weight information for all SKUs should either be entered in *Kg* -or- *gr* -or- *Ton* -or- *lb.*, but not in both *Kg* and *Tons*. Megaventory can report on weight that moved in/out to/from inventory locations. [SEE PRODUCTS MOVEMENT REPORT]

- ✓ A product cannot be deleted if a) The product has non-zero inventory in one or more inventory locations -or- b) The product is included in a bill of materials (applies only if the ***Works*** module is enabled). [SEE WORKS (MANUFACTURING)]
- ✓ This module is also accessible by the ***ProductUpdate*** and ***ProductDelete*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Updating multiple Products

The *Update Multiple Products* module appears when the user selects multiple products from the product list and clicks on *Edit* to assign common product attributes to those products. [SEE ADDING/DELETING/UPDATING A PRODUCT]

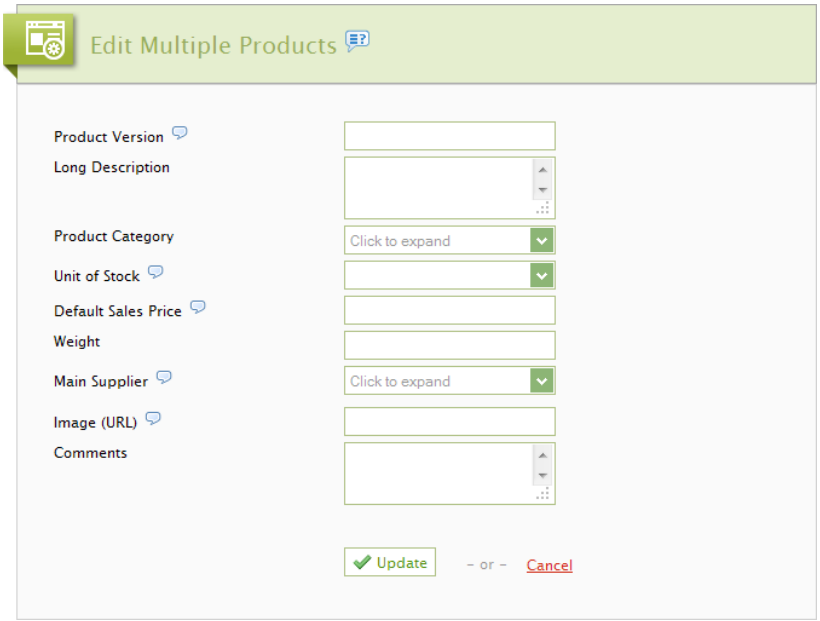


Figure 27-Updating multiple Products

The product attributes (for example. *Product Version*, *Main Supplier* etc.) are similar to the attributes used in the Product definition [SEE ADDING/DELETING/UPDATING A PRODUCT]. Leaving

an attribute untouched will preserve the existing value of each selected product. Altering a value of the form will assign this value to all the products selected. An alternative to using the *Update Multiple Products* module to easily update the attributes of multiple products is the *Data Import* module. [SEE UPDATING DATA WITH THE DATA IMPORT MODULE]

Product Categories

Overview

A *Product Category* groups similar products together and allows for easier and more structured report capabilities. The *Product Categories* module provides the following features:

- *Delete Multiple Product Categories*: By selecting a set of product categories using the checkboxes of the list, a user may delete the selected product categories. If there are products under these product categories, those will be left without product category (not associated to any product category). [SEE DELETING A PRODUCT CATEGORY]
- *Export Product Categories*: By selecting a set of product categories using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

To add a new product category from the *Product Categories* module, the *Add* option should be clicked. To update an existing product category, the *Category Name* of the respective product category should be clicked.

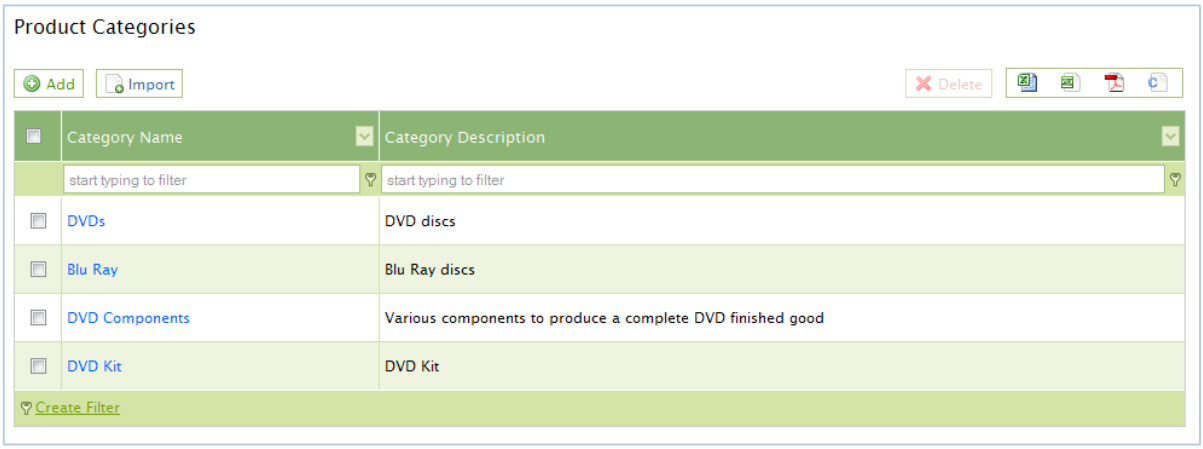


Figure 28-Product Categories

- ✓ This module is also accessible by the ***ProductCategoryGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Updating a Product Category

Adding a new product category to the account requires -at minimum- the setting of the compulsory fields of the *Category Name*.

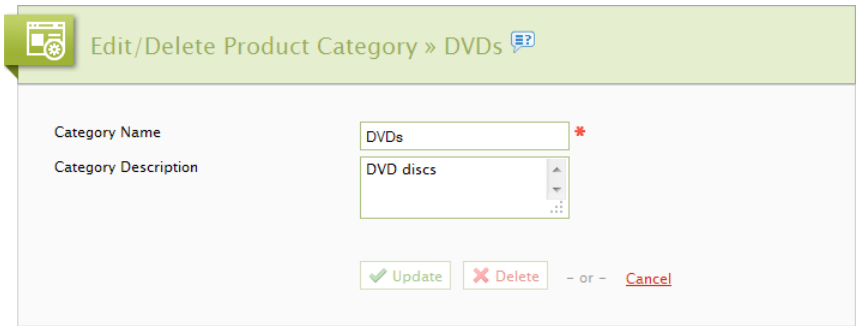


Figure 29-Adding/Updating a Product Category

- ✓ This module is also accessible by the ***ProductCategoryUpdate*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/
- ✓ Product Categories may also be added through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]

Deleting a Product Category

The deletion of a product category -that has been assigned to one or more products- allows all products that are assigned under this product category to be either: a) associated to another existing product category, b) left without a product category or c) deleted.

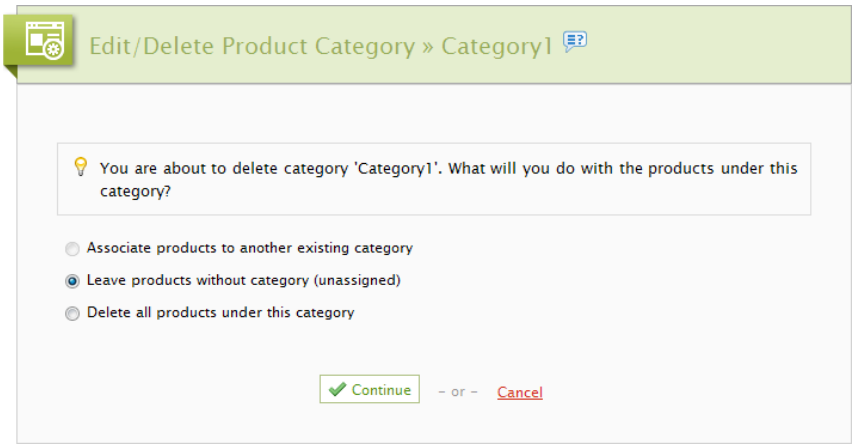

Edit/Delete Product Category » Category1
You are about to delete category 'Category1'. What will you do with the products under this category?
Associate products to another existing category
Leave products without category (unassigned)
Delete all products under this category
Continue
- or -
Cancel

Figure 30-Deleting a Product Category

- ✓ This module is also accessible by the ***ProductCategoryDelete*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Suppliers and Clients

Overview

A *Supplier* is an entity (company or organization or physical person) that you receive/purchase products from. A *Client* is an entity (company or organization or physical person) that you ship/sell products to. The supplier must be chosen prior to creating a Purchase Order or a Goods Inbound document. Similarly, a client must be chosen prior to creating a Sales Quote, a Sales Order or a Goods Outbound document.

The *Suppliers/Clients* module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- A user may add a contact in the *Search Suppliers/Clients by Contact Person* field and click the search icon (). In such a case, the system searches through all the suppliers/clients and lists only those supplier/clients that include this contact.
- *Delete Multiple Suppliers/Clients*: By selecting a set of suppliers/clients using the checkboxes of the list, a user may delete the selected suppliers/clients. If there are products under these suppliers, those products will unassigned from the deleted suppliers.
- *Export Suppliers/Clients*: By selecting a set of suppliers/clients using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

The *Contacts* that are defined under a supplier or a client can be viewed and updated by clicking the contacts icon () next to the respective supplier or client *name* [SEE CONTACTS].

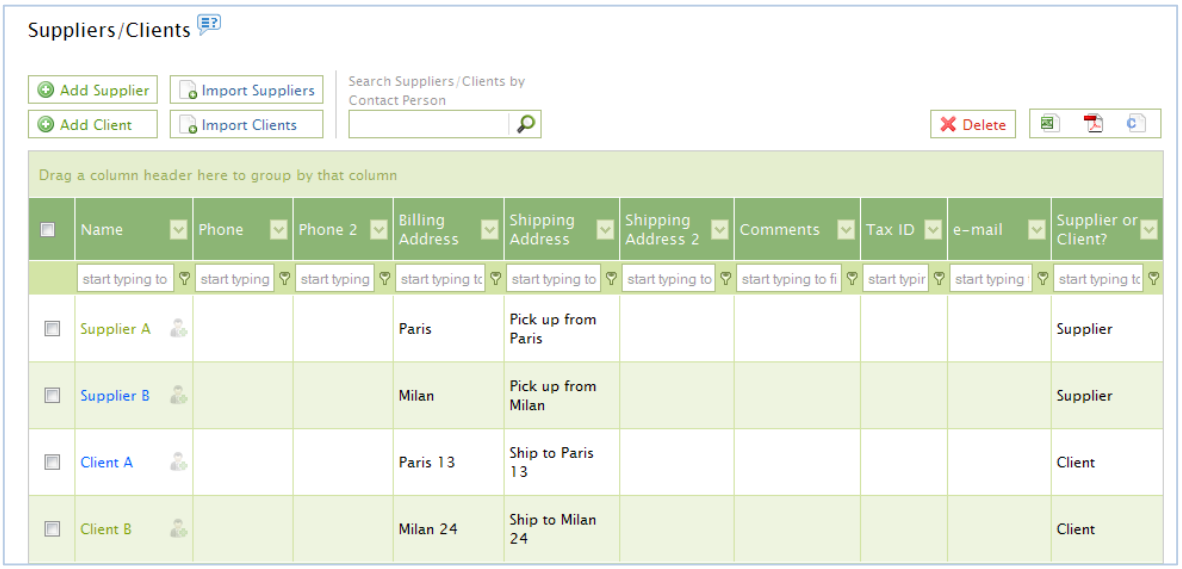


Figure 31-Suppliers and Clients

✓ This module is also accessible by the ***SupplierClientGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Updating a Supplier/Client

Adding a new supplier or client to the account requires -at minimum- the setting of the compulsory field of the supplier/client *Name*.

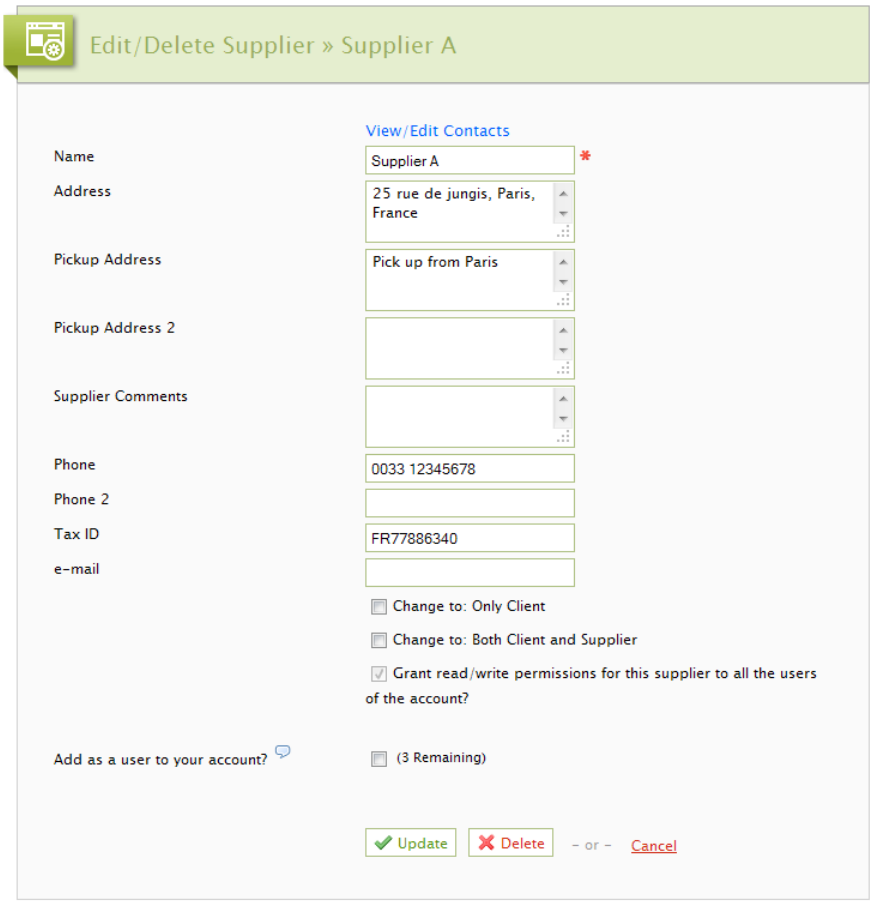


Figure 32-Adding/Updating a supplier or a client

The supplier/client *Name* should include the full official name of the business or organization. This name will be used in all the documents and document printouts that are related to this supplier/client.

The supplier/client *Address* refers to the billing address of the supplier or client. This address will be populated by default once this supplier/client is chosen in a document (for example a Sales or a Purchase Order).

The *Shipping & Pick up Address* refers to the shipping address of the client (or pick up address for the supplier). This shipping/pick up address will be populated by default once

this supplier/client is chosen in a document (for example a Sales or a Purchase Order). A secondary *Shipping & Pick up Address 2* can be set and chosen at the time of creating a document that involves this supplier/client.

A short description of the supplier/client or any extra information may be added in the *Supplier/Client Comments* field.

In case the *e-mail* address is filled in, it will be automatically populated in the *e-mail Address* field in the e-mail template when a user chooses to e-mail the printout of a document. [SEE PREDEFINED PRINTOUT TEMPLATE]. Multiple e-mail addresses per supplier/client can be added provided they are separated by the comma (,) character.

The *Tax ID* of the supplier/client may be needed by certain authorities. If added it will be visible in all the document printouts that are related to this supplier/client.

If the *Grant read & write permissions for this Supplier/Client to all the users of the account* flag is checked, then, all users of the account will automatically gain read/write access to this new supplier/client upon its creation. This only affects the extended user access permissions that are related to the supplier/client and does not affect the rest of the user access permissions at the module level or at the inventory location level. For example, if a user *X* of the account has read & write access permissions to create Purchase Orders [SEE PURCHASE ORDER], then, if this supplier is created and the *Grant read & write permissions for this Supplier/Client to all the users of the account* flag is checked, the user *X* will be immediately be able to create a Purchase Order for this supplier. [SEE SETTING USER ACCESS PERMISSIONS]

The *Contacts* that are defined under a supplier or a client can be viewed and updated by clicking the *View/Edit Contacts* link. [SEE CONTACTS]

- ✓ A supplier/client ***Name*** cannot be the same as an existing supplier's/client's ***Name***
- ✓ A supplier/client ***Name*** cannot be the same as a deleted supplier's/client's ***Name***

- ✓ The deletion of a supplier who has been assigned as a supplier [SEE PRODUCT SUPPLIERS] to one or more products will affect the products under this supplier. [SEE DELETING A MAIN SUPPLIER]
- ✓ This module is also accessible by the ***SupplierClientUpdate*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/
- ✓ Suppliers and Clients may also be added and/or updated through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY AND UPDATING DATA WITH THE DATA IMPORT MODULE]

Deleting a Main Supplier

The deletion of a supplier -that has been assigned as a main supplier [SEE PRODUCT SUPPLIERS] to one or more products-, allows all those products to be either: a) assigned to another main supplier by manual selection, b) assigned to another main supplier by automatic selection or c) deleted.

Edit/Delete Supplier » Supplier A
'Supplier A'. What will you do with these products that have this supplier as their main supplier?
Select another main supplier to assign these products to
Assign these products to another main supplier. The new main supplier will be chosen automatically.
Delete products (that have this supplier as their main supplier)
Continue
- or -
Cancel

Figure 33-Deleting a supplier that has been assigned as main supplier to products

- ✓ This module is also accessible by the ***SupplierClientDelete*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Contacts

Overview

A *Contact* can be defined under a supplier or a client and refers to a physical person. For example, in case a supplier is a large company/organization, the contact person field helps in knowing to whom (name, department etc.) the purchase order was given to.

The *Contacts* module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Delete Multiple Contacts*: By selecting a set of contacts using the checkboxes of the list, a user may delete the selected contacts.
- *Export Contacts*: By selecting a set of contacts using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

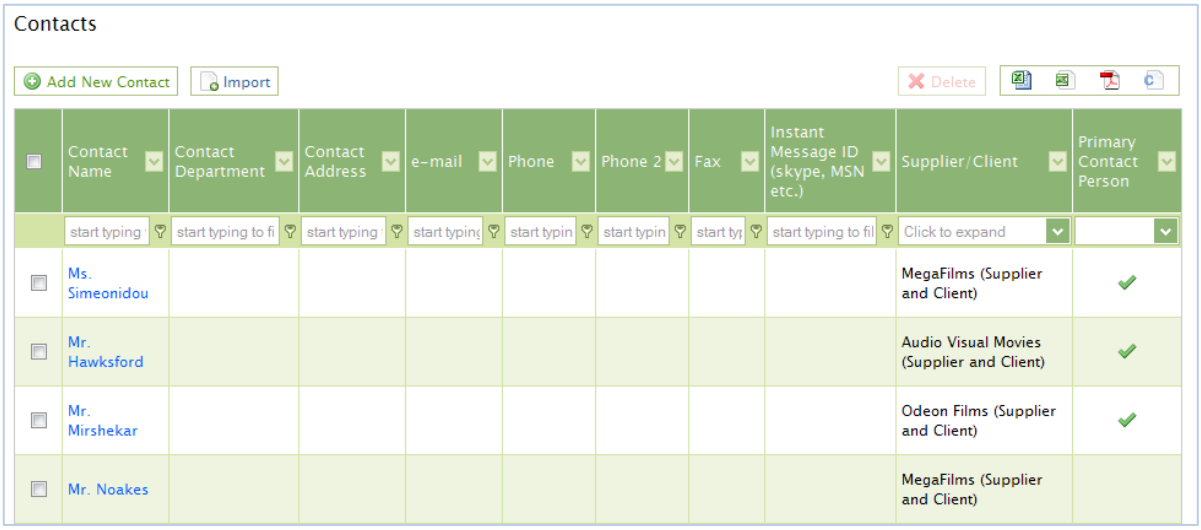


Figure 34-Contacts

Adding/Deleting/Updating a Contact

Adding a new contact to the account requires -at minimum- the setting of the compulsory field of the *Contact Name*.

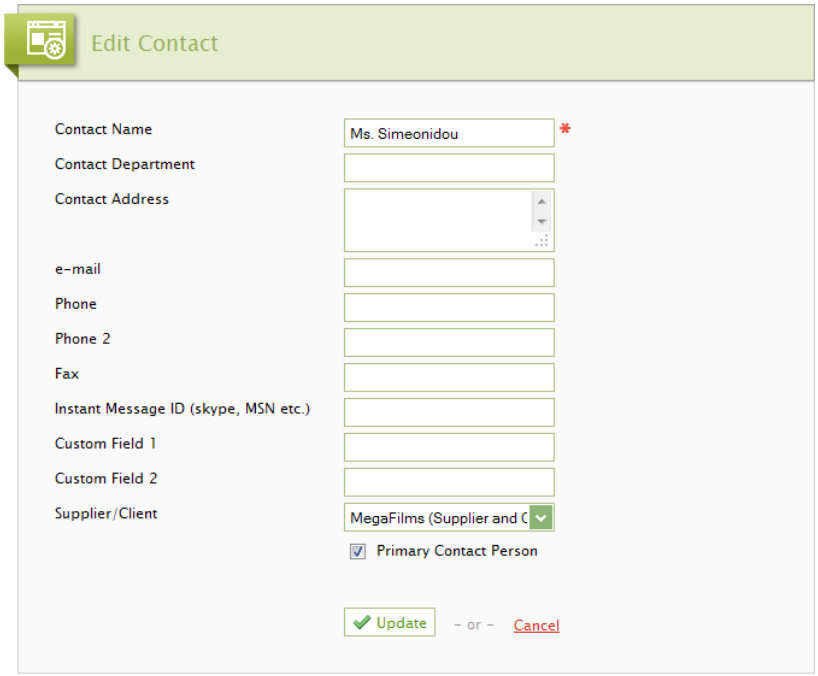


Figure 35-Adding/Deleting/Updating a Contact

- ✓ If the ***Primary Contact Person*** is checked, then the ***Contact Name*** will be populated by default when the associated supplier/client is chosen in a document.
- ✓ Contacts may also be added through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]

Inventory Locations

Overview

An inventory location refers to an entity that can hold quantities of products and -as such-, issue documents (i.e. create sales quotes, sales or purchase orders and goods inbound/outbound forms to get products in from suppliers or ship products out to clients). An inventory location may refer to a warehouse, a store, etc. Megaventory supports multiple inventory locations to also deal with businesses and organizations operating at multiple cities, countries etc.

The *Inventory Locations* module provides the following features:

- *Delete Multiple Inventory Locations*: By selecting a set of inventory locations using the checkboxes of the list, a user may delete the selected inventory locations.
- *Export Inventory Locations*: By selecting a set of inventory locations using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

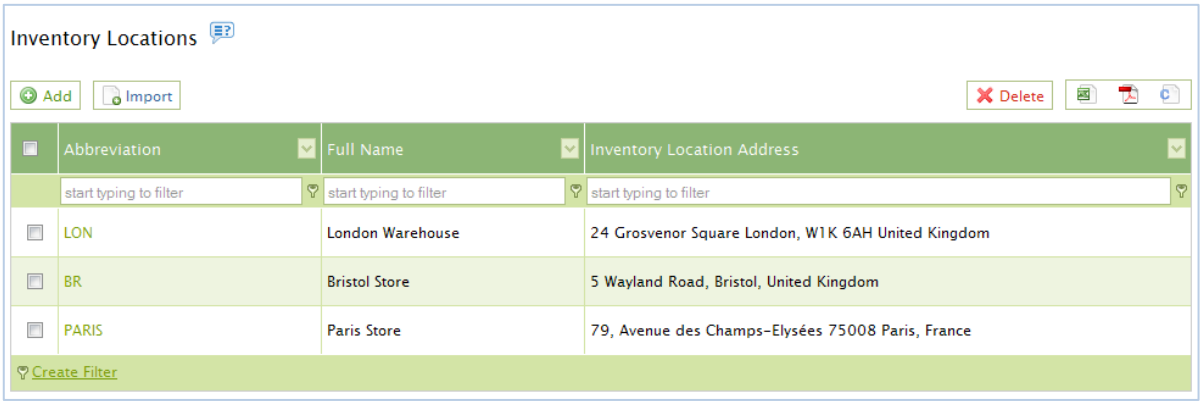


Figure 36-Inventory Locations

✓ This module is also accessible by the ***InventoryLocationGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Deleting/Updating an Inventory Location

Adding a new inventory location to the account requires -at minimum- the setting of the compulsory fields of the inventory location *Abbreviation* and the inventory location *Full Name*.

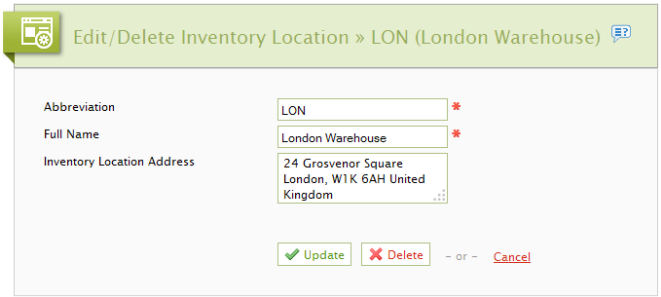


Figure 37-Adding/Deleting/Updating an inventory location

- ✓ An inventory location can be deleted only if there is zero stock in the inventory location
- ✓ An inventory location ***Abbreviation*** or ***Full Name*** cannot be the same as the ***Abbreviation*** or ***Full Name*** of an existing inventory location
- ✓ An inventory location ***Abbreviation*** or ***Full Name*** cannot be the same as the ***Abbreviation*** or ***Full Name*** of a deleted inventory location
- ✓ This module is also accessible by the ***InventoryLocationUpdate*** and ***InventoryLocationDelete*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/
- ✓ Inventory locations may also be added and/or updated through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]

Taxes and Discounts in Megaventory

Overview

If set-up in the account, taxes and discounts may be visible in documents that include the product value/price column (sales quotes, orders and invoices) and can be selectable when such a document is created. An example may be a 20% VAT (value added tax) or a 30% summer clearance (discount). Taxes *do not* get calculated in product costs and revenues. Discounts *do* get calculated in product costs and revenues [SEE PRODUCT COSTING]. When creating a document, a tax or a discount may be automatically (without manual user interaction) selected by the system, if they are set in a pricing rule and that pricing rule applies to the document when the document is created. [SEE PRICING RULES]

The *Taxes and Discounts* module provides the following features:

- *Delete Multiple Taxes/Discounts*: By selecting a set of taxes/discounts using the checkboxes of the list, a user may delete the selected taxes/discounts.
- *Export Taxes/Discounts*: By selecting a set of taxes/discounts using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

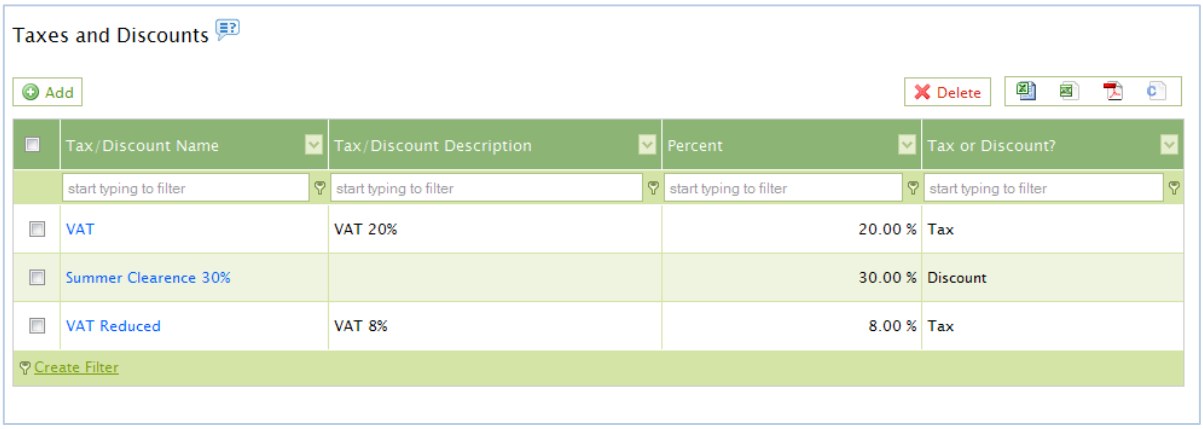


Figure 38-Taxes and Discounts

- ✓ This module is also accessible by the ***TaxGet*** and ***DiscountGet*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding/Deleting/Updating a Tax or a Discount

Adding a new tax or a discount to the account requires -at minimum- the setting of the compulsory fields of the *Tax/Discount Name* and the *Percent* of the tax or the discount.

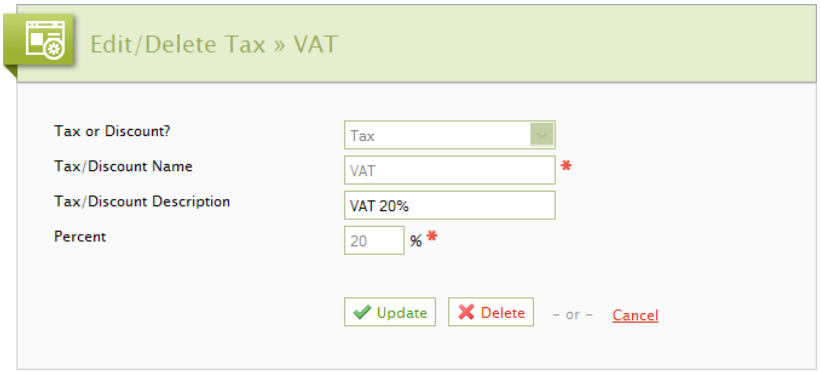


Figure 39-Adding/Deleting/Updating a Tax or Discount

- ✓ A tax or a discount can be deleted unless it has been used in one or more issued documents in the account.
- ✓ A tax ***Name*** cannot be the same as an existing or previously deleted tax **Name** having the same percentage value
- ✓ A discount ***Name*** cannot be the same as an existing or previously deleted discount ***Name***

✓ This module is also accessible by the ***TaxUpdate***, ***DiscountUpdate***, ***TaxDelete*** and ***DiscountDelete*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

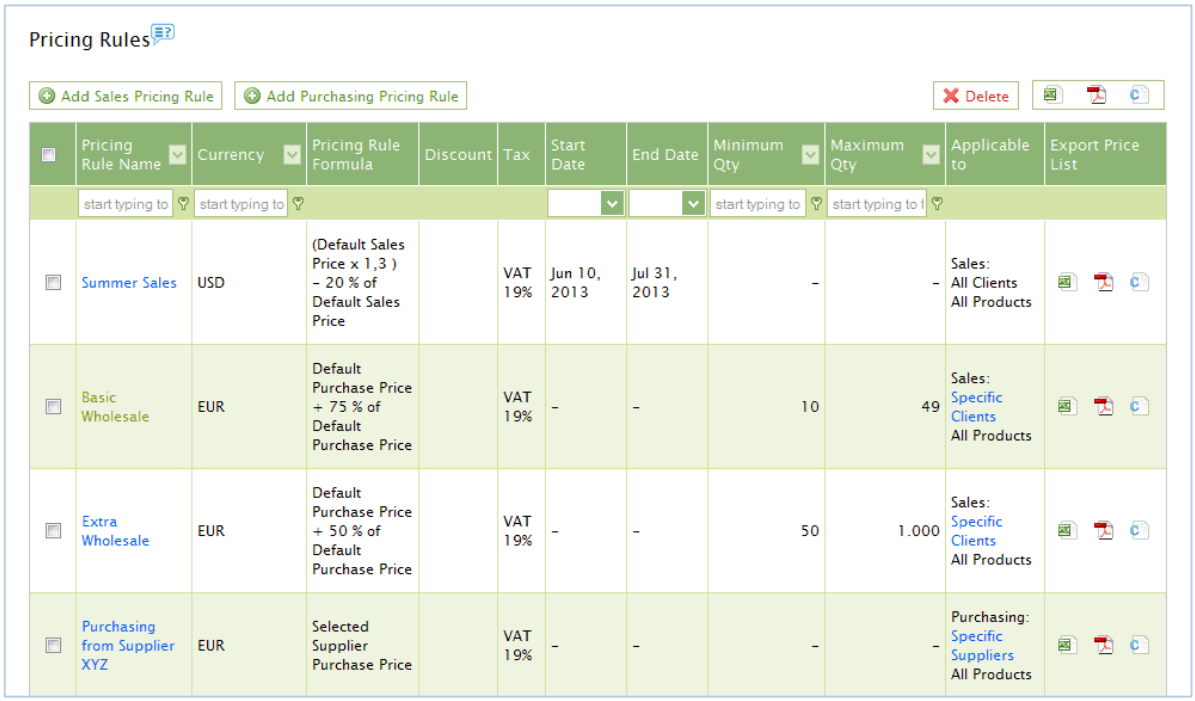
Pricing Rules

Overview

A pricing rule is defined to automatically set a unit price, a tax and a discount when a product is inserted in a document that includes the product value/price column (sales quotes, orders and invoices). It specifies the conditions against which certain attributes are compared to, when a product is inserted in a row of a document. Those attributes are: The currency of the document, the client or the supplier of the document, the current date, the product inserted in the row, the product category of the product inserted in the row and the quantity of the product inserted in the row of the document.

The *Pricing Rules* module provides the following features:

- *Delete Multiple Pricing Rules*: By selecting a set of pricing rules using the checkboxes of the list, a user may delete the selected pricing rules.
- *Export Pricing Rules*: By selecting a set of pricing rules using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.
- *Export Specific Pricelist*: By clicking on the export options (CSV, XLSX or PDF) next to the row of a pricing rule, the user may export the analytical pricelist of all those products that fall under the specific pricing rule. The export will include the pricing formula.



	Pricing Rule Name	Currency	Pricing Rule Formula	Discount	Tax	Start Date	End Date	Minimum Qty	Maximum Qty	Applicable to	Export Price List
	start typing to	start typing to						start typing to	start typing to		
	Summer Sales	USD	(Default Sales Price x 1,3) - 20 % of Default Sales Price		VAT 19%	Jun 10, 2013	Jul 31, 2013	-	-	Sales: All Clients All Products	
	Basic Wholesale	EUR	Default Purchase Price + 75 % of Default Purchase Price		VAT 19%	-	-	10	49	Sales: Specific Clients All Products	
	Extra Wholesale	EUR	Default Purchase Price + 50 % of Default Purchase Price		VAT 19%	-	-	50	1.000	Sales: Specific Clients All Products	
	Purchasing from Supplier XYZ	EUR	Selected Supplier Purchase Price		VAT 19%	-	-	-	-	Purchasing: Specific Suppliers All Products	

Figure 40-Pricing Rules

Adding/Deleting/Updating a Pricing Rule

Adding a new pricing rule requires -at minimum- the setting of the compulsory field of the *Pricing Rule Name* of the pricing rule.

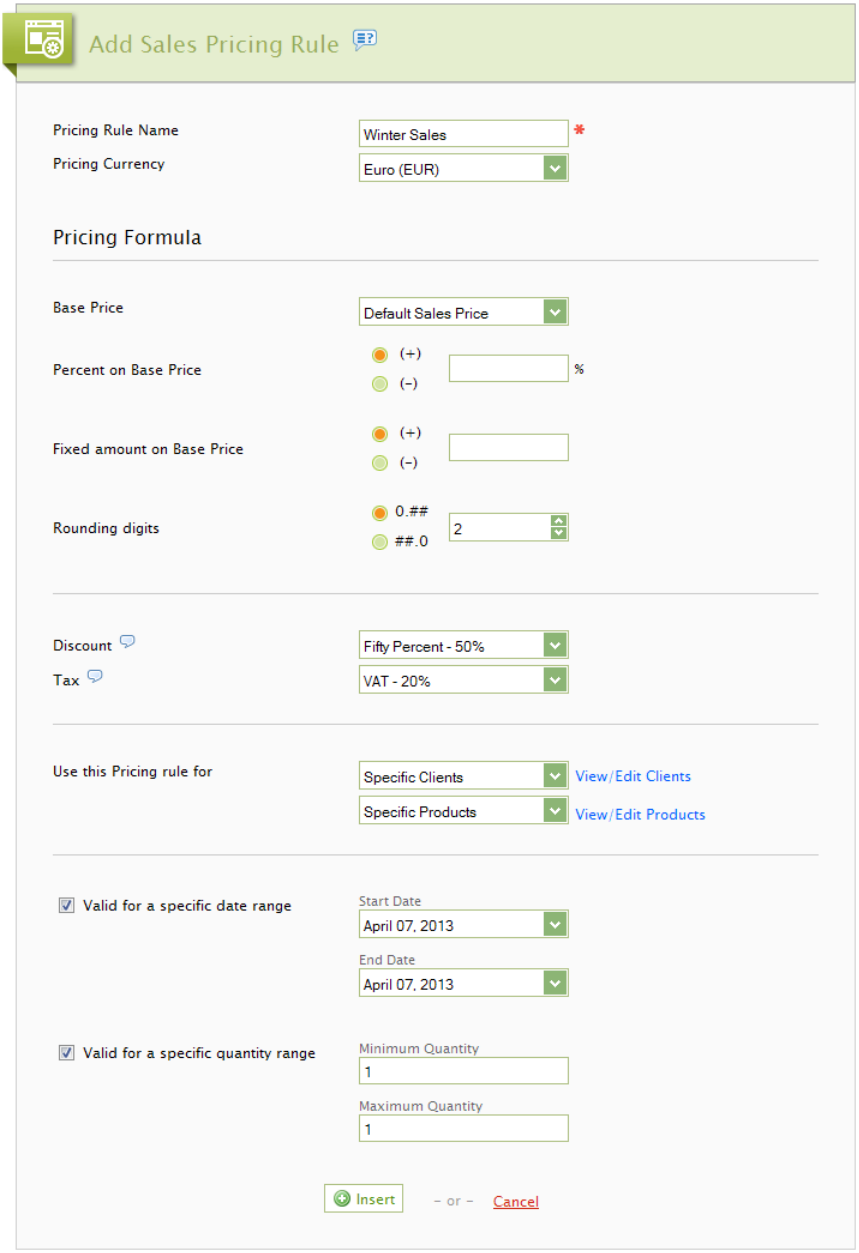


Figure 41-Adding/Deleting/Updating a Pricing Rule

The *Pricing Rule Name* should include the name of the pricing rule. The use of a descriptive name will help to easily identify the effect of the pricing rule in the company. For example: 'Wholesale Basic Discount' -or- 'Wholesale Extra Discount'.

The *Pricing Currency* refers to the currency of the pricing rule. If a currency other than the main currency of the account is chosen, the user should also include a fixed exchange rate between the main currency and the currency chosen. The exchange rate will be used in the *Price Formula* of the pricing rule that will be created.

The *Base Price* is the price used in the *Price Formula* of the pricing rule. Users may add or subtract a *percentage* or a *fixed amount* value to the *Base Price*. Users may also choose to apply a rounding method to limit the number of decimal digits (digits after the decimal point) or round whole numbers to the ones place, tens place, hundreds place, thousands place, and so on.

- For a Sales Pricing Rule, the base price can either be the *Default Sales Price*, the *Default Purchase Price*, the *Main Supplier Purchase Price* or the *Average Cost* of the product [SEE PRODUCT COSTING].
- For a Purchasing Pricing Rule, the base price can either be the *Default Sales Price*, the *Default Purchase Price* or the *Selected Supplier Purchase Price*.

The *Default Sales Price* and the *Default Purchase Price* can be set in the definition of the product [SEE DEFAULT SALES PRICE AND DEFAULT PURCHASE PRICE]. The *Supplier Purchase Price* can be set in the Supplier Inventory module [SEE SUPPLIER PURCHASE PRICE].

The *Discount* and *Tax* options of the pricing rule refer to the choice of a specific discount and of a specific tax if this pricing rule applies while creating the product row of the document. To define a tax or a discount [SEE ADDING/DELETING/UPDATING A TAX OR A DISCOUNT].

The pricing rule can be set for all or for a specific set of clients (or suppliers in the case of a purchasing pricing rule). Similarly, the pricing rule can be set for all products, for a specific set of products or for products under a specific product category.

The pricing rule can be *valid for a specific range date range*. In such a case the *Start Date* and *End Date* of the pricing rule must be chosen. If the *Start Date* and the *End Date* coincide the pricing rule will be valid for that single day only.

The pricing rule can be *valid for a specific quantity range*. In such a case the *Minimum Quantity* and the *Maximum Quantity* of the pricing rule must be set. If the *Minimum Quantity* and the *Maximum Quantity* coincide, the pricing rule will be valid for that a single quantity value only.

Only one pricing rule is applicable at the time a product row is inserted in a document. Pricing rules with conflicting rules cannot co-exist: if a pricing rule is about to be created with conflicting rules to another existing pricing rule, then the system will warn the user and the pricing rule will not be created. For example, if a pricing rule is about to be created for the same currency, same specific set of clients (or suppliers) same specific date range (or sub-range) and same specific quantity range (or sub-range) as to another existing pricing rule, the former pricing rule will not be created.

- ✓ A pricing rule defined for a ***specific set of clients*** (or suppliers) will get priority over a pricing rule (of the same currency) defined for all clients.
- ✓ A pricing rule defined for a ***specific date range*** will get priority over a pricing rule (of the same currency) that is valid for all dates.
- ✓ A pricing rule defined for a ***specific quantity range*** will get priority over a pricing rule (of the same currency) that is valid for all quantities.
- ✓ If no pricing rule is defined in the account, then, the price that defaults for a product inserted in a sales document is the ***Default Sales Price*** of that product.
- ✓ If no pricing rule is defined in the account, then, the price that defaults for a product inserted in a purchasing document is the selected supplier purchase price of that product. This is the case if the supplier chosen for the document to be created is one of the suppliers of that product. If that is not the case, then, the price that defaults for a product inserted in a purchasing document is the ***Default Purchase Price*** of that product.

Document Types

Overview

A Megaventory *Document* is a -multiple row- online form that includes a product and the product's quantity per row. Depending on the *Document Type*, a document may also include product pricing information per row. For example, a sales invoice and a sales quote are Megaventory documents that include product pricing information. On the other hand, a goods inbound document includes just the product and the product's quantity per row. There are quite a few document types that come pre-defined in a fresh Megaventory account; each one is used to record and follow up on a business process while quantities,

costs and revenues are affected according to the document type definition. [SEE PREDEFINED DOCUMENT TYPES]

The *Document Types* module provides the following features:

- *Delete Multiple Document Types*: By selecting a set of document types using the checkboxes of the list, a user may delete the selected document types (only non-predefined document types may be deleted).
- *Export Document Types*: By selecting a set of document types using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

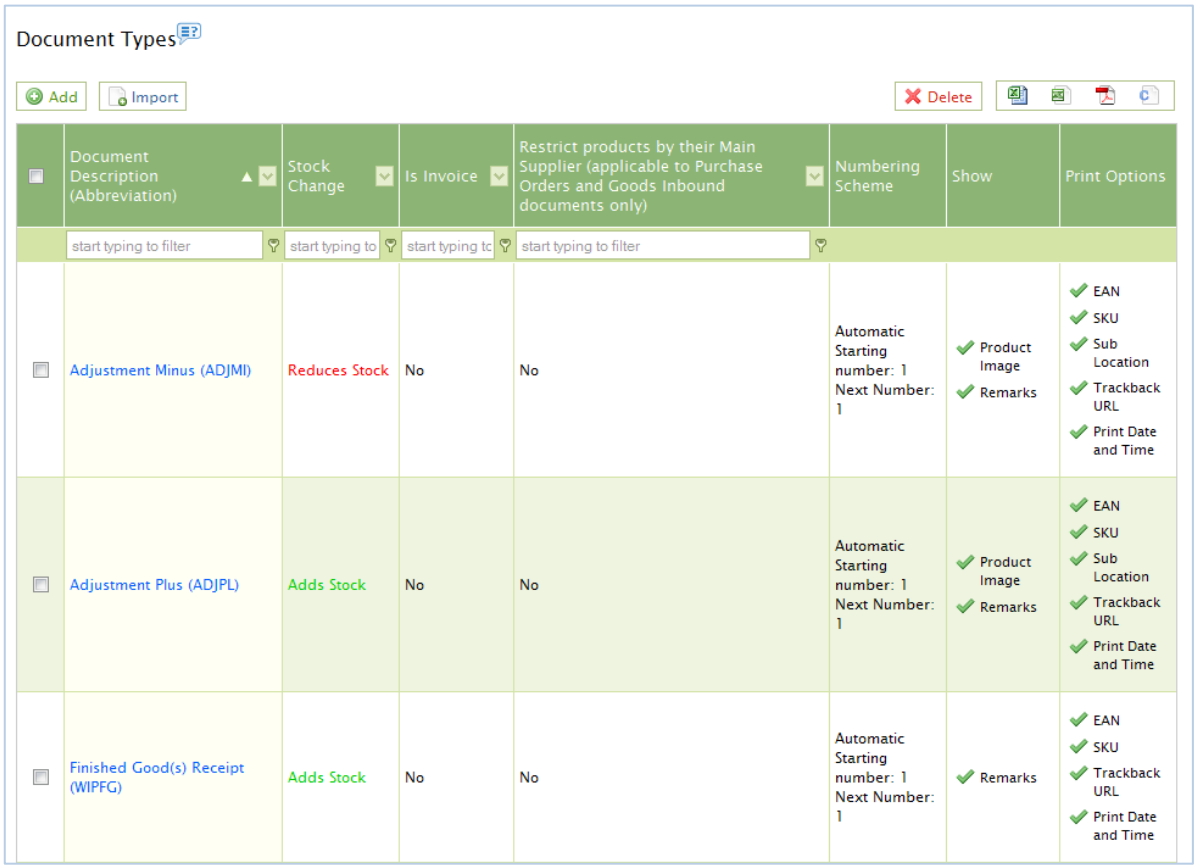


Figure 42-Document Types

✓ This module is also accessible by the ***DocumentTypeGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Predefined Document Types

The following document types are predefined by default in a new Megaventory account. Each one is used to record and follow up on a business process (for example a sale to a client, return of sold goods etc.) while quantities, costs and revenues are affected according to the document type definition:

- *Goods Inbound* - Increases the quantity of the products included in the document. Abbreviated GI. [SEE GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE]
- *Goods Inbound & Purchase Invoice* - Increases the quantity of the products included in the document and should be recorded in the accounts payables of the company/organization. Abbreviated GIPI. [SEE GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE]
- *Goods Outbound* - Reduces the quantity of the products included in the document. Abbreviated GO. [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE]
- *Goods Outbound & Sales Invoice* - Reduces the quantity of the products included in the document and should be recorded in the accounts receivables of the company/organization. Abbreviated GOSI. [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE]
- *Goods Transfer* - Reduces the quantity of the products included in the goods transfer document from one inventory location and increases this quantity of products to another inventory location. Abbreviated GT. [SEE GOODS TRANSFER]
- *Purchase Invoice* - Does not affect product quantities - It can be issued only against a Purchase Order to update the accounts payables for the products shipped against the Purchase Order. Abbreviated PI. [SEE PURCHASE INVOICE / Sales Invoice]
- *Sales Invoice* - Does not affect product quantities - It can be issued only against a Sales Order to update the accounts receivables for the products shipped against the Sales Order. Abbreviated SI. [SEE PURCHASE INVOICE / Sales Invoice]
- *Return of Goods to Supplier and Credit* - Reduces the quantity of the products included in the document and should be recorded in the accounts receivables of the company/organization. It can be issued only against a goods inbound & purchase invoice (GIPI) or a purchase invoice (PI) document. By issuing this document, products that were associated with a purchase from a supplier are shipped back to the supplier and credit is

logged. Abbreviated GRSCR. [SEE RETURN OF GOODS TO SUPPLIER / RETURN OF GOODS TO SUPPLIER & CREDIT]

- *Return of Goods to Supplier* - Reduces the quantity of the Products included in the document. It can be issued only against a Goods Inbound (GI) document. By issuing this document, products that were associated with a receipt of goods (non-invoiced) from a Supplier are shipped back to the supplier. Abbreviated GRS. [SEE RETURN OF GOODS TO SUPPLIER / RETURN OF GOODS TO SUPPLIER & CREDIT]
- *Return of Goods from Client and Credit* - Increases the quantity of the products included in the document and should be recorded in the accounts payables of the company/organization. It can be issued only against a Goods Outbound & Sales Invoice (GOSI) or a sales invoice (SI) document. By issuing this document, products that were associated with a sale to a client are received back to the inventory location from that client and credit is given to the client. Abbreviated (GRCCR). [SEE RETURN OF GOODS FROM CLIENT / RETURN OF GOODS FROM CLIENT & CREDIT]
- *Return of Goods from Client* - Increases the quantity of the products included in the document. It can be issued only against a Goods Outbound (GO) document. By issuing this document, products that were associated with a shipment (non-invoiced goods) to a client are received in the inventory location from that client. Abbreviated GRC. [SEE RETURN OF GOODS FROM CLIENT / RETURN OF GOODS FROM CLIENT & CREDIT]
- *Adjustment Plus* - This document is created while in the process of doing a physical inventory in the inventory taking module [SEE INVENTORY TAKING (PHYSICAL INVENTORY)]. It is used to add quantity and match the quantity of the physical count. The same document is used to log the initial quantities. Issuing this document will increase product quantities and update product costs. Abbreviated ADJPL. [SEE INVENTORY ADJUSTMENT]
- *Adjustment Minus* - This document is created while in the process of doing a physical inventory in the inventory taking module [SEE INVENTORY TAKING (PHYSICAL INVENTORY)]. It is used to reduce product quantities and match the quantity of the physical count. Issuing this document will reduce product stock. Abbreviated ADJMI. [SEE INVENTORY ADJUSTMENT]
- *Work Order* - This document is used to log all the physical operations involved in a manufacturing scenario. It reduces the quantity of the products (raw materials) included in the bill of materials of a Work Order and increases their quantity in the virtual Work in Process inventory location. Abbreviated WO. [SEE ALLOCATING COMPONENTS TO THE WORK ORDER]

- *Finished Good Receipt* - This document is created in the context of the Works (manufacturing) module [SEE WORK ORDER] and created automatically by the Work Order process when products that are of the type "Manufacture from Work Order" are received. It increases the quantity of the products (finished goods) included in the document. [SEE RECEIVING FINISHED GOODS FROM THE WORK ORDER]
- *Sales Quote* - This document is used to log all the physical operations involved in a pre-sales scenario. Abbreviated QUOTE. [SEE SALES QUOTE].
- *Sales Order* - This document is used to log all the physical operations involved in a sale of products to a client. Goods Outbound and Sales Invoice documents may be issued against a Sales Order document to handle the shipping and invoicing of goods. Abbreviated SO. [SEE SALES ORDER].
- *Purchase Order* - This document is used to log all the physical operations involved in a purchase of products from a supplier. Goods Inbound and Purchase Invoice documents may be issued against a Purchase Order document to handle the receipt of goods and the recording of the supplier's invoice. Abbreviated PO. [SEE PURCHASE ORDER]

  - ✓ Default document types cannot be deleted.
  - ✓ The document type ***Description*** and ***Abbreviation*** of a default document type can be updated (localized). For example the ***Goods Inbound*** description can be updated to ***Goods In***.
  - ✓ The Work Order and the Finished Good Receipt documents are present in the predefined document types list if the ***Works*** module is enabled in the account. [SEE ACCOUNT SETUP]
  - ✓ The Purchase Order and the Sales Order documents are present in the predefined document types list if ordering is enabled in the account. [SEE ACCOUNT SETUP]
  - ✓ The Sales Quote document is present in the predefined document types list if the Sales Quote module is enabled in the account. [SEE ACCOUNT SETUP]

Adding/Deleting/Updating a Document Type

Adding a new document type to the account requires -at minimum- the setting of the compulsory fields of the document type *Abbreviation*, the *Document Description* and the choice of automatic or manual *Numbering Scheme*. A new document type may be created with specific stock/invoicing behavior, name and appearance (Megaventory supports fully customizable document header & footer printouts) [SEE CUSTOMIZING THE PRINTOUT TEMPLATE].

Moreover, specific columns of the document type in the edit view or in the document printout may be displayed or hidden.

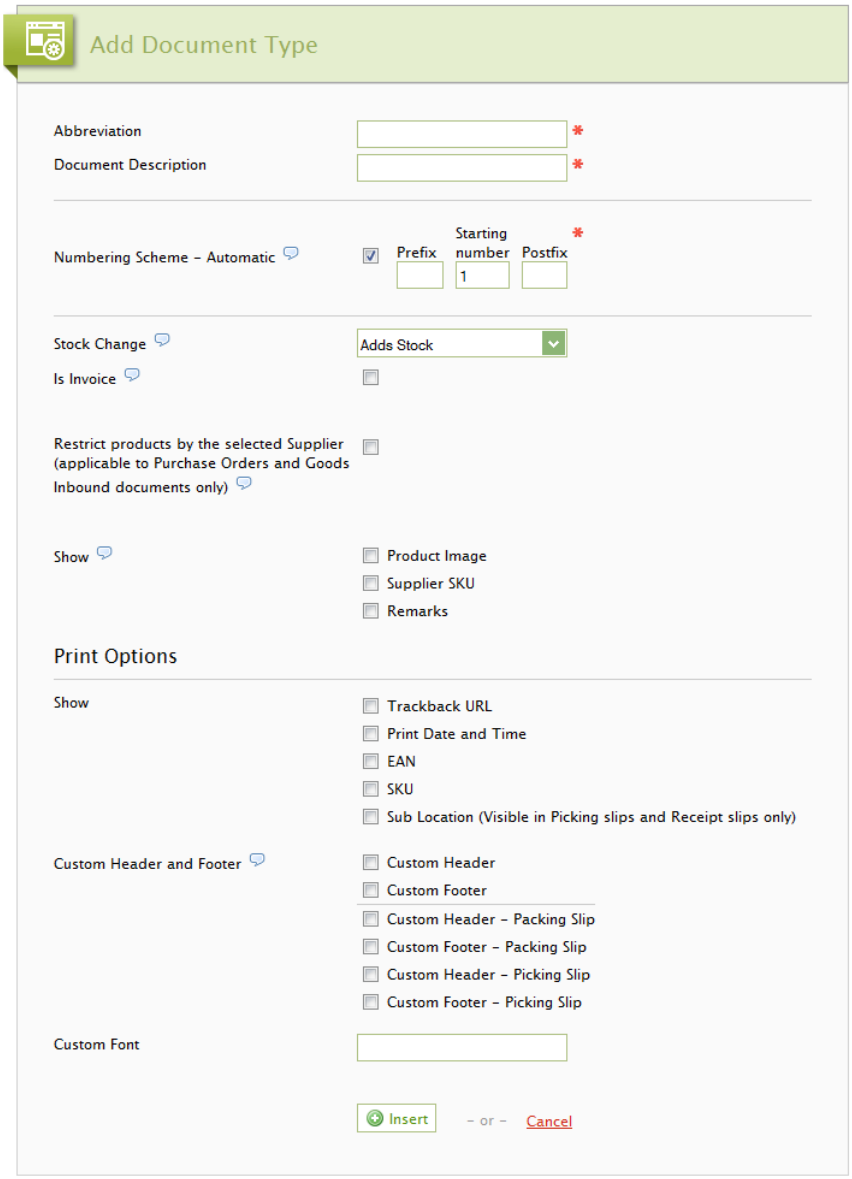


Figure 43-Adding/Deleting/Updating a Document Type

The document type *Abbreviation* is a field used throughout Megaventory as shorthand for the document used. For example: *GIPI* (short for *Goods Inbound & Purchase Invoice*). The *Document Description* field should accommodate a full description of the Document Type. For example: *Goods Inbound & Purchase Invoice* or *Purchase Order*.

The *Numbering Scheme* refers to how numbers are assigned to the document type. An automatic *Numbering Scheme* assigns iteratively the next number of the document when a

user creates a document of this document type. For example: *Sales Order 1*, *2*, *3*, etc. A *prefix* and/or a *postfix* text may also be added. For example: *Sales Order* SO-*1*-*N*, SO-*2*-*N*, SO-*3*-*N*, etc. If the manual *Numbering Scheme* is selected, the user will have to set a number to the document (of this document type) each time the document is created.

- ✓ If the ***Numbering Scheme*** is set to automatic then, this option may be changed to manual anytime.
- ✓ If the ***Numbering Scheme*** is set to manual then, this option may be changed to automatic only if there are no issued documents of this Document Type in the account.

The *Stock Change* option denotes whether the document of this type will increase, decrease or have no effect to the quantity of the Products included in the document.

The *is Invoice* option denotes whether the Document Type should be recorded as an accounts payable (in case it is a purchase invoice), or an accounts receivable (in case it is a sales invoice) or should not be logged in any of these accounts.

- ✓ Megaventory does not support accounting. A 3rd party accounting software could be used to record the invoices of Megaventory. [SEE EXPORT DATA]
- ✓ If the ***Stock Change*** is set to ***None***, then, the document should only be defined as a ***Sales Invoice*** or a ***Purchase Invoice***.
- ✓ The ***Stock Change*** and ***Is Invoice*** options cannot be updated once the document type is saved.

The *Restrict Products by the Selected Supplier* option is applicable only when the *Stock Change* is set to *Adds Stock*. If this option is checked, then the set of products that can be added to the document are only those that belong to the selected supplier of the document of this document type. This option helps in minimizing data entry errors by data entry personnel (for example, adding erroneous products in the Goods Inbound or Purchase Order forms).

The *Show Product Image*, *Show Supplier SKU* and *Show Remarks* will either display or hide these extra columns when the document of this document type is created. The *Show Supplier SKU* is only applicable to Goods Inbound and Purchase Orders documents.

The *Show Trackback URL*, *Show Print Date and Time, Show EAN* [SEE EAN], *Show SKU* [SEE SKU], *show Sub Location* [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS], *Show Partial quantities* (applicable to Sales Order and Purchase Order documents only) and *Show Client info on Packing Slip* (applicable to Goods Outbound and Sales Order documents) [SEE PACKING SLIP] will either display or hide these extra columns in the document printouts. The *Trackback URL* displays the URL of the original document in Megaventory in case the recipient of the printout (or the recipient of the e-mail) has access to the document in Megaventory as a Megaventory user. The *Sub-Location* refers to the location of the SKU inside the inventory location and can be set per SKU per inventory location [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]. The *Sub-Location* column will only be shown in picking slips or receipt slips. [SEE PICKING SLIP & RECEIPT SLIP]

The *Custom Header* and *Footer* options denote whether or not the printouts of the documents of this document type will use the pre-defined printout template of Megaventory [SEE PREDEFINED PRINTOUT TEMPLATE] or a custom, user defined template. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]. A user may as well choose to create customized printouts for packing and picking slips.

The *Custom Font* option denotes the font (family and size) that will be used for the document font when the document is printed. The font definition must comply with W3C standards. For example: *15px arial, sans-serif*.

- ✓ Predefined document types cannot be deleted. [SEE PREDEFINED DOCUMENT TYPES]
- ✓ A document type ***Abbreviation*** or ***Full Name*** cannot be the same as an existing document type ***Abbreviation*** or ***Full Name***
- ✓ A document type ***Abbreviation*** or ***Full Name*** cannot be the same as a deleted document type ***Abbreviation*** or ***Full Name***
- ✓ Document types may also be added through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]

Predefined Printout Template

The default printout template for documents includes the company logo that may be uploaded in the account setup module [SEE ACCOUNT SETUP]. It also includes all the basic company, supplier (or client) and document (document type, document number) information. The selection for the printout of a document appears when the user clicks on the printer icon from within a document -or- from a list of documents.

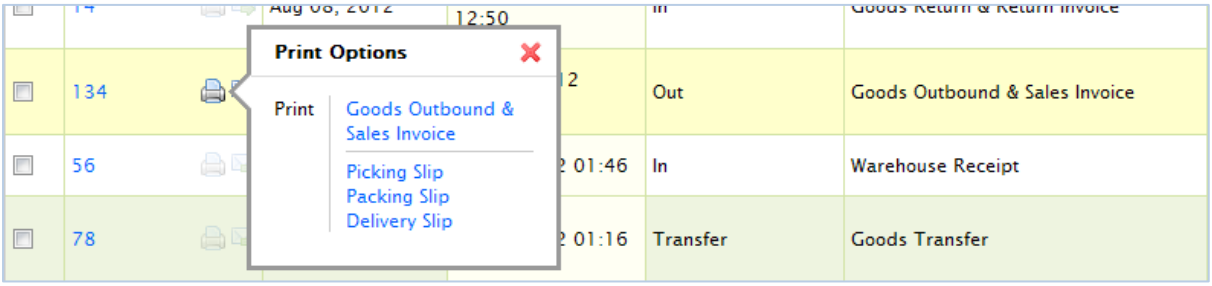


Figure 44-Printing a document from a list of documents

Once the user clicks to print the document, a new browser window opens up and includes the printout of the document. This printout can be kept in the company's records or can be e-mailed to the client (or the supplier, depending on the document type).

A document printout may display extra columns (such as SKU, EAN, remarks) in the product rows. These columns may be enabled by editing the related document type [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE] but can be hidden on a per-case basis by clicking on the *Print Options* and unchecking the respective column there [SEE FIGURE 45-DEFAULT DOCUMENT PRINTOUT]. Extra options (such as the print date & time and the URL of the document in Megaventory) may also be chosen to be displayed on the printout template by clicking on the *Print Options*. Depending on the document type of the document, complimentary printout templates exist [SEE TABLE 1-COMPLIMENTATY PRINTOUT OPTIONS PER DOCUMENT TYPE].

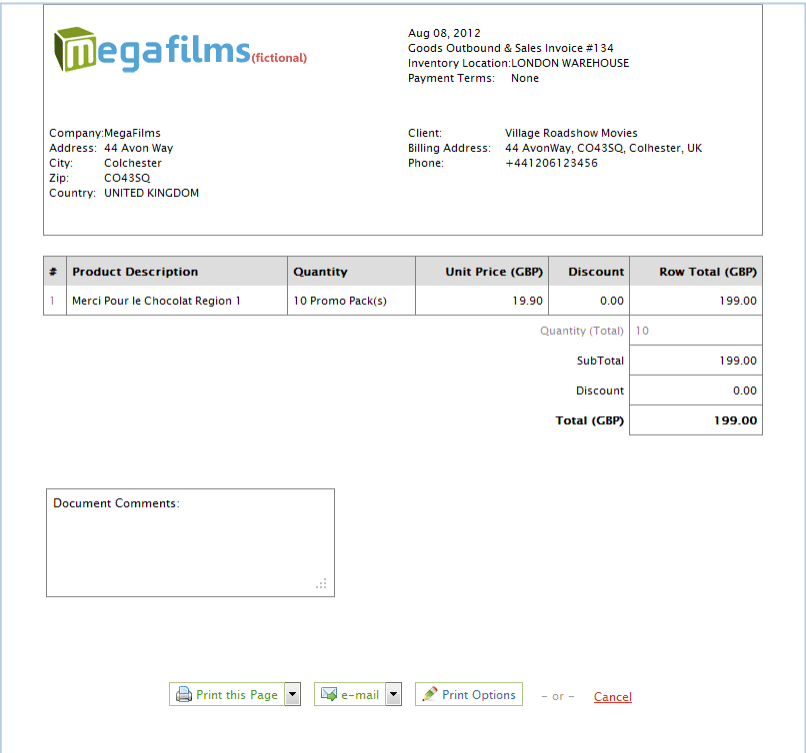


Figure 45-Default document printout

- ✓ The default header and footer may be overridden by defining a custom header and footer for the printout of a document. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]
- ✓ A document printout can be e-mailed directly from Megaventory by clicking the ***e-mail*** option.

Pro-Forma invoice

The Pro-Forma printout template is a complimentary template that can be printed only for Sales Order documents [SEE FIGURE 77-PRINT/EMAIL OPTIONS OF THE SALES ORDER]. The Pro-Forma invoice is not a sales invoice but its scope within a company is rather to trigger a payment of the client so that a Sales Order of that client can be verified. The pro-forma template can be customized (uses the same customized template of the Sales Order). [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]

Picking Slip & Receipt Slip

The Picking and Receipt Slip printout templates are complimentary templates that exclude any pricing information from the printout. Moreover the Picking Slip includes the sub-location information (shelf level within an inventory location) of the product. The sub-

location information can be set in the On-Hand Inventory, Sub-Locations & Stock Alerts module [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]. The client/supplier information on the Picking and Receipt Slips can be either shown or hidden based on the *Print Options* customization setting *show Client info on Picking/Packing Slip.* The scope of this printout is to be used internally by the company in order to pick goods to be shipped or receive goods that need to be shelved. The picking slip template can be customized. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]

Packing Slip

The Packing Slip printout template is a complimentary template that excludes any pricing information from the printout. The client information on the Packing Slip can be either shown or hidden based on the *Print Options* customization setting *show Client info on Picking/Packing Slip* of the Sales Order and Goods Outbound document types. Its scope is to be used internally by the company in order to pack goods to be shipped. The packing slip template can be customized. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]

Delivery Slip

The Delivery Slip printout template is a complimentary template that excludes any pricing information from the printout. Its scope is to be used by the shipping company. The Delivery Slip template can be customized (uses the same customized template of the Goods Outbound or the Goods Outbound & Sales Invoice document). [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]

Table 1-Complimentaty printout options per Document Type

Document Type	Pro-Forma	Picking Slip	Packing Slip	Delivery Slip	Receipt Slip
Sales Quote	-	-	-	-	-
Sales Order	✔	✔	✔	-	-
Purchase Order	-	-	-	-	✔
Work Order	-	-	-	-	-
Goods Inbound / Goods Inbound & Purchase Invoice / Finished Good Receipt	-	-	-	-	✔
Goods Outbound / Goods Outbound & Sales Invoice	-	✔	✔	✔	-
Goods Transfer	-	✔	✔	✔	-

Return of Goods From Client / Return of Goods from Client and Credit	-	-	-	-	✔
Return of Goods to Supplier / Return of Goods to Supplier and Credit	-	✔	✔	✔	-
Adjustment Plus	-	-	-	-	✔
Adjustment Minus	-	✔	✔	-	-

Customizing the Printout Template

Megaventory provides a very convenient way to fully customize the looks of the printouts of documents (Goods Inbound/outbound, invoices, sales Quotes and sales/Purchase Orders). To start with applying the business/organization template, a specific document type must be opened for editing and the custom header (or custom footer) option must be selected. [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE]

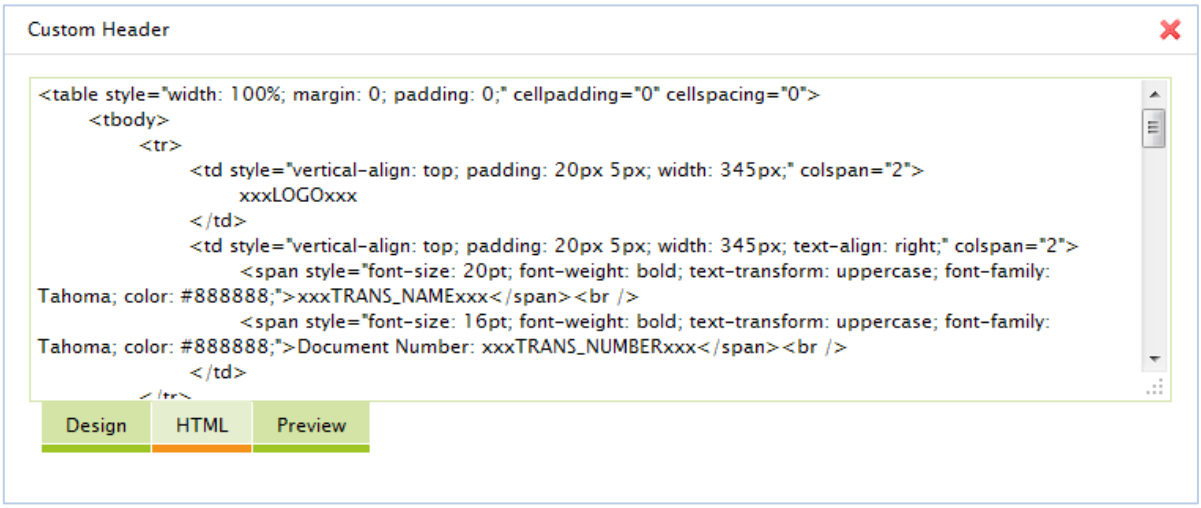


Figure 46-Adding HTML code to customize the header of a document printout

In the custom header window, the HTML tab accepts valid HTML code. The following text tokens are replaced by actual database values as follows:

- ***xxxLOGOxxx*** - Replaced by the image logo of the company which may be set in the account setup module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_TRANS_DATExxx*** - Replaced by the text "*Document Date*" or "*Order Date*" or "*Quote Date*", according to the Document Type.
- ***xxxTRANS_DATExxx*** - Replaced by the date that the document was created.

- ***xxxLABEL_TRANS_NAMExxx*** - Replaced by the text "*Document Type*".
- ***xxxTRANS_NAMExxx*** - Replaced by the description of the Document Type that gets printed.
- ***xxxLABEL_TRANS_NUMBERxxx*** - Replaced by the text "*Document Number*".
- ***xxxTRANS_NUMBERxxx*** - Replaced by the document number.
- ***xxxLABEL_WAREHOUSExxx*** - Replaced by the text "*Inventory Location*".
- ***xxxWARE_NAMExxx*** - Replaced by the inventory location name.
- ***xxxLABEL_WAREHOUSE_ADDRESSxxx*** - Replaced by the text "*Inventory Location Address*".
- ***xxxWARE_ADDRESSxxx*** - Replaced by the inventory location address.
- ***xxxLABEL_CUSTOM_DATE_1xxx*** - Replaced by the text "*Custom Document Date 1*" or "*Custom Order Date 1*" or "*Custom Quote Date 1*", according to the Document Type.
- ***xxxCUSTOM_DATE_1xxx*** - Replaced by the Custom Date 1 field the user has entered in the document.
- ***xxxLABEL_CUSTOM_DATE_2xxx*** - Replaced by the text "*Custom Document Date 2*" or "*Custom Order Date 2*" or "*Custom Quote Date 2*", according to the Document Type.
- ***xxxCUSTOM_DATE_2xxx*** - Replaced by the Custom Date 2 field the user has entered in the Document.
- ***xxxLABEL_PAYMENT_TERMSxxx*** - Replaced by the text "*Payment Terms*".
- ***xxxPAYMENT_TERMSxxx*** - Replaced by the payment terms the user has entered in the Document.
- ***xxxLABEL_COMPANY_NAMExxx*** - Replaced by the text "*Company*".
- ***xxxCOMPANY_NAMExxx*** - Replaced by the name of the company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_ADDRESSxxx*** - Replaced by the text "*Address*".
- ***xxxCOMPANY_ADDRESSxxx*** - Replaced by the street address of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_CITYxxx*** - Replaced by the text "*City*".
- ***xxxCOMPANY_CITYxxx*** - Replaced by the city of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_ZIPxxx*** - Replaced by the text "*Zip*".
- ***xxxCOMPANY_ZIPxxx*** - Replaced by the zip code of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_COUNTRYxxx*** - Replaced by the text "*Country*".

- ***xxxCOMPANY_COUNTRYxxx*** - Replaced by the country of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_TELxxx*** - Replaced by the text "*Phone*".
- ***xxxCOMPANY_TELxxx*** - Replaced by the telephone number of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_COMPANY_TAXIDxxx*** - Replaced by the text "*Tax ID*".
- ***xxxCOMPANY_TAXIDxxx*** - Replaced by the tax ID of your company which may be set in the *Account Setup* module. [SEE ACCOUNT SETUP]
- ***xxxLABEL_CUSTOMER_NAMExxx*** - Replaced by the text "*Client*" or "*Supplier*" according to the Document Type.
- ***xxxCUSTOMER_NAMExxx*** - Replaced by the client/supplier name the user has entered in the document.
- ***xxxLABEL_CUSTOMER_ADDRESSxxx*** - Replaced by the text "*Address*" or "*Billing Address*" according to the Document Type.
- ***xxxCUSTOMER_ADDRESSxxx*** - Replaced by the client/supplier address the user has entered in the document.
- ***xxxLABEL_CUSTOMER_SHIP_ADDRESSxxx*** - Replaced by the text "*Pickup Address*" or "*Shipping Address*" according to the Document Type.
- ***xxxCUSTOMER_SHIP_ADDRESSxxx*** - Replaced by the client/supplier shipping/picking address the user has entered in the document.
- ***xxxLABEL_CUSTOMER_TELxxx*** - Replaced by the text "*Phone*".
- ***xxxCUSTOMER_TELxxx*** - Replaced by the client/supplier telephone number.
- ***xxxLABEL_CUSTOMER_TEL2xxx*** - Replaced by the text "*Phone 2*".
- ***xxxCUSTOMER_TEL2xxx*** - Replaced by the client/supplier telephone 2 (alternative) number.
- ***xxxLABEL_CUSTOMER_EMAILxxx*** - Replaced by the text "*e-mail*".
- ***xxxRECIPEMAILxxx*** - Replaced by the client/supplier email. Multiple e-mail addresses per supplier/client can be added provided they are separated by the comma (,) character.
- ***xxxLABEL_CUSTOMER_TAXIDxxx*** - Replaced by the text "*Tax ID*".
- ***xxxCUSTOMER_TAXIDxxx*** - Replaced by the client/supplier tax ID.
- ***xxxLABEL_CUSTOMER_COMMENTSxxx*** - Replaced by the text "*Supplier Comments*" or "*Client Comments*" according to the Document Type.
- ***xxxCUSTOMER_COMMENTSxxx*** - Replaced by the client/supplier comments.

- ***xxxLABEL_CONTACT_NAMExxx*** - Replaced by the text "*Contact Name*".
- ***xxxCONTACT_NAMExxx*** - Replaced by the contact name the user has entered in the document.
- ***xxxLABEL_TRANS_COMMENTSxxx*** - Replaced by the text "*Document Comments*" or "*Order Comments*" or "*Sales Quote Comments*" according to the Document Type.
- ***xxxTRANS_COMMENTSxxx*** - Replaced by the comments the user has entered in the document.
- ***xxxLABEL_TRANS_TAGSxxx*** - Replaced by the text "*Document Tags*" or "*Order Tags*" or "*Sales Quote Tags*" according to the Document Type. This is not included in the default printout template of Megaventory.
- ***xxxTRANS_TAGSxxx*** - Replaced by the tags the user has entered in the document. This is not included in the default printout template of Megaventory.
- ***xxxLABEL_RELATED_DOCUMENTSxxx*** - Replaced by the text "*Related Documents*". This is not included in the default printout template of Megaventory.
- ***xxxRELATED_DOCUMENTSxxx*** - Replaced by the related documents of the document that the printout refers to (if there are more than one related documents, these are separated by comma). This is not included in the default printout template of Megaventory.
- ***xxxLABEL_UPLOADED_DOCUMENTxxx*** - Replaced by the text "*Uploaded Document*". This is not included in the default printout template of Megaventory; it can be added in a customized printout template.
- ***xxxUPLOADED_DOCUMENTxxx*** - Replaced by the last uploaded document/file of the document that the printout refers to. The text automatically generates an HTML link that is clickable and points to the path of the file online. This is not included in the default printout template of Megaventory; it can be added in a customized printout template.
- ***xxxLABEL_TRANS_SHIPPROVIDERxxx*** - Replaced by the text “Shipping Provider” (applies to Goods Outbound documents only). [SEE SHIPPING PROVIDERS]
- ***xxxTRANS_SHIPPROVIDERxxx*** - Replaced by the Shipping Provider of the shipment (applies to Goods Outbound documents only). [SEE SHIPPING PROVIDERS]
- ***xxxLABEL_TRANS_TRACKINGxxx*** - Replaced by the text “Tracking Number” (applies to Goods Outbound documents only).

- ***xxxTRANS_TRACKINGxxx*** - Replaced by the tracking number the user has entered in the document (applies to Goods Outbound documents only).
- ***xxxLABEL_FROM_ADDRESSxxx*** – Used only in Goods Transfer Documents. Replaced by the text "*From Address*".
- ***xxxFROM_ADDRESSxxx*** - Used only in Goods Transfer Documents. Replaced by the Inventory Location name that ships the products plus the text that is included in the "From Address" field of the document.
- ***xxxLABEL_TO_ADDRESSxxx*** – Used only in Goods Transfer Documents. Replaced by the text "*To Address*".
- ***xxxFROM_ADDRESSxxx*** - Used only in Goods Transfer Documents. Replaced by the Inventory Location name that receives the products plus the text that is included in the "*To Address*" field of the document.

Megaventory supports the feature of adding a repetitive element at the bottom of each printed page. To activate this feature, the user should add a valid html markup element with the id="repeatingInPrintouts" in the custom footer of the document type. For example: *** Your text or html markup goes here ***. This is not included in the default printout template of Megaventory.

An example of a custom header (fully formatted HTML code) can be found online at: HTTPS://WWW.MEGAVENTORY.COM/HEADERTEMPLATE.HTML.

✓ The ***xxxLABEL_TRANS_TAGSxxx, xxxTRANS_TAGSxxx, xxxLABEL_RELATED_DOCUMENTSxxx*** and ***xxxRELATED_DOCUMENTSxxx*** text handlers are not included in the predefined Printout Template. They can be included only in a customized Printout template.

Data Import in Megaventory

Overview

The *Data Import* module is an alternative way to add data to the account. When it comes to adding multiple entities (for example hundreds of products or clients), the *Data Import*

module presents significant advantages over adding entities one-by-one by using the web interface application modules. The data import procedure is a three step procedure that includes: 1) choosing the data type to import (for example products, product categories, clients, etc.) 2) downloading of an excel template and filling the excel template with data according to the template specifications and 3) saving the file as CSV (or Unicode TXT) and importing to Megaventory.

Choosing Data Type to Import

The selection of the *Data Type to Import* (step 1 of the data import process) is displayed graphically.

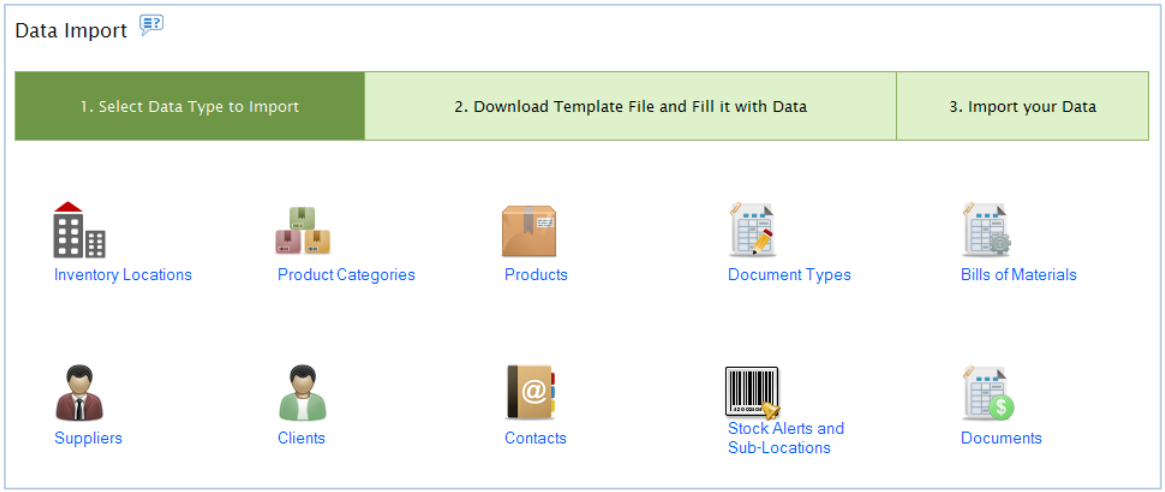


Figure 47-Step 1 of the Data Import module (choosing Data Type to import)

After selecting the data type (for example *Product Categories*), the user is presented with a spreadsheet (Excel) file that should be downloaded. The spreadsheet includes only one row (header) and columns which are populated according to the chosen data type.

Filling the Excel Template with Data

The generic mechanism of filling in the rows of the excel template (step 2 of the import process) and uploading the data to the account (step 3 of the import process) is explained hereafter by using the example of the *Product Categories* template (the procedure to import other types of data is fairly similar). The header of the downloaded file includes two columns, the *Category Name* (a compulsory field is denoted by the red border in its header)

and the *Category Description*. For a complete description see [ADDING/UPDATING A PRODUCT CATEGORY].

	A	B	
1	Category Name	Category Description	
2	Dummy Category 1	dummy Product category 1	
3	Dummy Category 2	dummy Product category 2	
4	Dummy Category 3	dummy Product category 3	
5	Dummy Category 4	dummy Product category 4	
6	Dummy Category 5	dummy Product category 5	
7	Dummy Category 6	dummy Product category 6	
8			

Figure 48-Filling the rows of the Product Category template for Data Import

The user should add as many rows as the product categories that he/she intends to import in the account. After finishing with adding rows, the user should save the file as '*CSV (Comma delimited)*'.

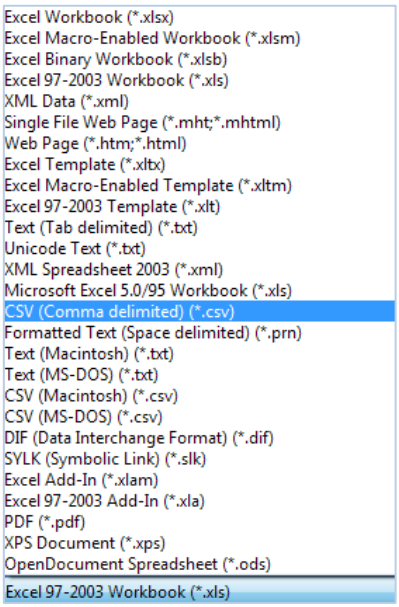


Figure 49-Saving as CSV or Unicode TXT

In case the file contains Unicode characters (for example Chinese, Greek, Arabic etc. characters) then the file should be saved as '*Unicode text (txt)*' instead. That will preserve the extra information that is present in such non-single byte characters.

After saving the spreadsheet (Google docs, open office, MS excel) file locally in the computer, the file may be selected by clicking the *Browse* option and uploaded by clicking the *Begin Import* option.

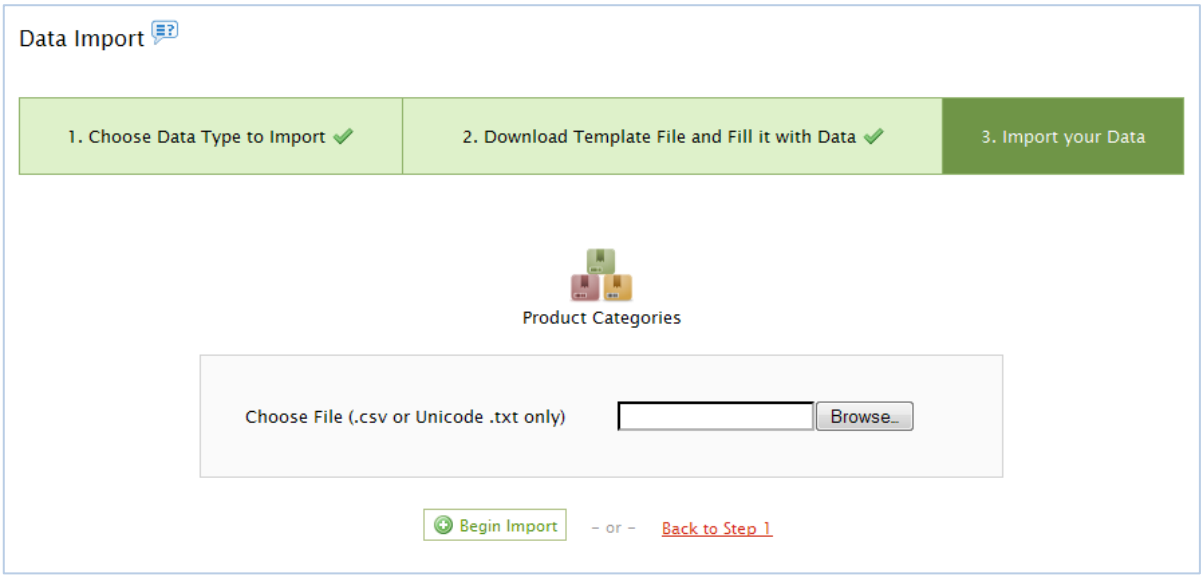

Data Import
1. Choose Data Type to Import
2. Download Template File and Fill it with Data
3. Import your Data
Product Categories
Choose File (.csv or Unicode .txt only)
Browse...
Begin Import
- or -
Back to Step 1

Figure 50-Step 3 of the Data Import module

In case the import is successful, a success screen is displayed. In case the import finishes with errors, a warning message is displayed for those problematic rows that need correction. [SEE FIGURE 51-INFO MESSAGE AFTER IMPORTING DATA]

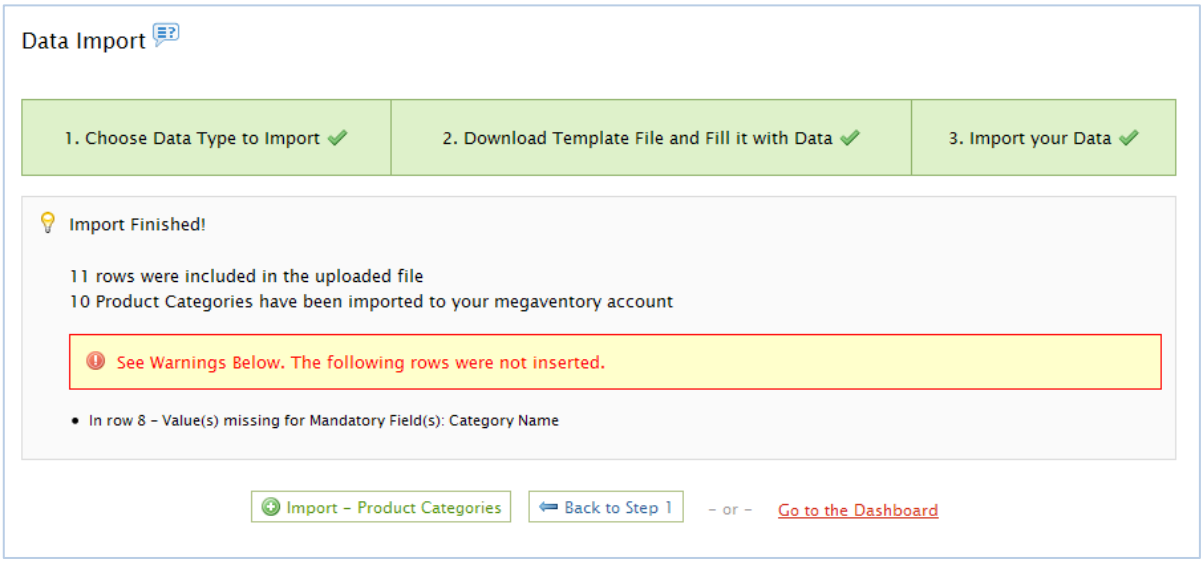

Data Import
1. Choose Data Type to Import
2. Download Template File and Fill it with Data
3. Import your Data
Import Finished!
11 rows were included in the uploaded file
10 Product Categories have been imported to your megaventory account
See Warnings Below. The following rows were not inserted.
In row 8 - Value(s) missing for Mandatory Field(s): Category Name
Import - Product Categories
Back to Step 1
- or -
Go to the Dashboard

Figure 51-Info message after importing data

- ✓ If the import file is not correctly filled-in and an error is raised, all correct rows are inserted but the problematic ones. This is true in the import of all entities (for example Products, Product Categories etc.) except in the case of the import of documents [SEE IMPORT OF DOCUMENTS]. In the latter case, if an error is raised, no documents are inserted in the Megaventory account.
- ✓ In case the user chooses to import suppliers or clients, the user access permissions for those newly added suppliers/clients will be set to ***Read and Write*** for the user that initiated the data import. Access permissions for those suppliers/clients for the rest of the users (including the administrator) will be set according to the ***Grant permissions to all users*** option in the excel template. [SEE USERS AND USER ACCESS PERMISSIONS].
- ✓ In case the user chooses to import inventory locations, the user access permissions for those newly added inventory locations will be set to ***Read and Write*** only for the user that initiated the data import. User access permissions will be set to ***None*** for the rest of the users of the account (including the administrator

Updating Data with the Data Import Module

The Data Import module can also be used to update existing data. This only applies when importing products, suppliers or clients to the Megaventory account. The handler to check whether an entity exists is the *SKU* code (for the Products) and the supplier/client *Name* (for suppliers/clients). If the handler exists, then, the system does not insert a duplicate entity but updates the attributes of the entity instead.

The update of data using the Data Import module is better illustrated with an example. [SEE FIGURE 52-PRODUCT TO BE UPDATED USING THE DATA IMPORT MODULE AND FIGURE 53-EXAMPLE OF FILE TO BE USED TO UPDATE THE ATTRIBUTES OF A PRODUCT]

SKU ▲	Product Description	Long Description	Product Version
start typing to filter	start typing to filter	start typing to filter	start typing to filter
001	Some product description		Some version

Figure 52-Product to be updated using the Data Import module

In the example of [FIGURE 52-PRODUCT TO BE UPDATED USING THE DATA IMPORT MODULE], the *SKU* is set to "*001*", the Product Description is set to "*Some product description*", the *Long Description* field is empty and the *Product Version* is set to "*Some version*". The spreadsheet template that will be used in this example [SEE FIGURE 53-EXAMPLE OF FILE TO BE USED TO UPDATE THE ATTRIBUTES OF A PRODUCT] includes the same *SKU* of "*001*", a different *Product Description* field of "*Another product description*", a new *Long Description* field of "*Adding Long Description to Product*" and an empty *Product Version* field.

1	SKU	EAN (Barcode)	Product Description	Long Description	Product Version
2	001		Another product description	Adding Long Description to Product	
3					

Figure 53-Example of file to be used to update the attributes of a Product

After successfully uploading the CSV file, the *Data Import* module displays the success message that zero (0) products have been imported and one (1) product has been updated. [SEE FIGURE 54-DATA IMPORT SUCCESS MESSAGE]

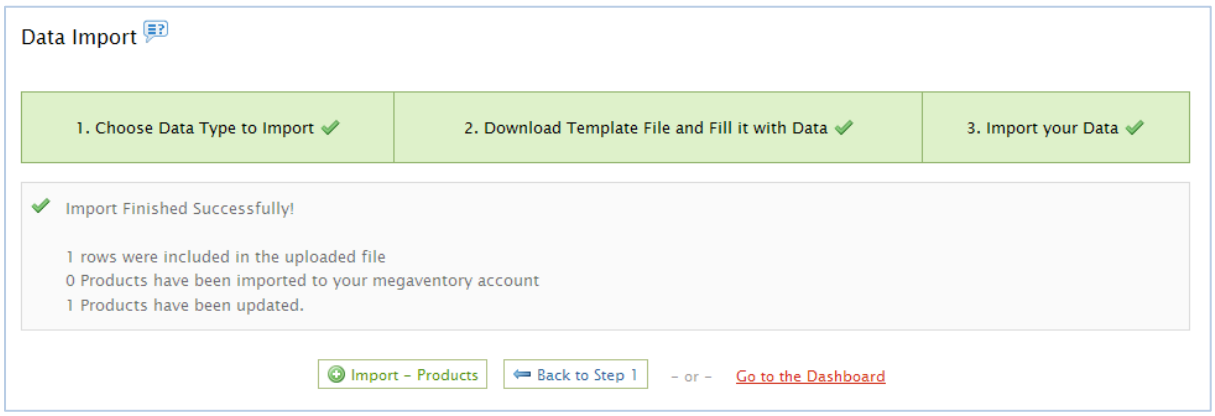

Data Import
1. Choose Data Type to Import
2. Download Template File and Fill it with Data
3. Import your Data
Import Finished Successfully!
1 rows were included in the uploaded file
0 Products have been imported to your megaventory account
1 Products have been updated.
Import - Products
Back to Step 1
- or -
Go to the Dashboard

Figure 54-Data Import success message

The product definition has now changed to the one of [FIGURE 55-UPDATED PRODUCT AFTER USING THE DATA IMPORT MODULE].

SKU	Product Description	Long Description	Product Version
start typing to filter	start typing to filter	start typing to filter	start typing to filter
001	Another product description	Adding Long Description to Product	Some version

Figure 55-Updated Product after using the Data Import module

- ✓ An empty field in the spreadsheet file preserves the respective existing field in the Product definition. For example, the empty ***Product Version*** field in the spreadsheet template of [Figure 53-Example of file to be used to update the attributes of a Product] did not change the existing ***Product Version*** field of "Some version" to the empty one of the spreadsheet file.
- ✓ The same spreadsheet file can be used to insert new products to the account and also update existing products.

Import of Documents

Importing documents (for example Sales Orders, Goods Outbound, etc.) is a special case of the Data Import module that presents certain particularities. The Document Types that can be imported via the Data Import module are the following:

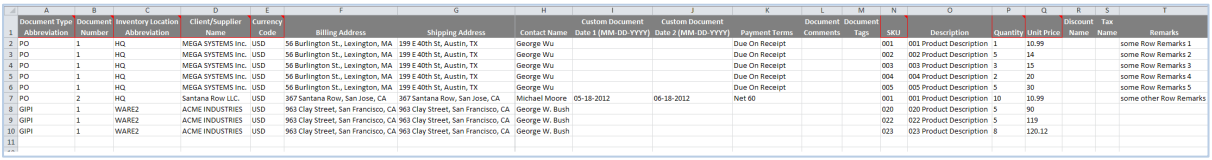
- Goods Inbound (GI) [see Goods Inbound / Goods Inbound & Purchase Invoice]
- Goods Inbound and Purchase Invoice (GIPI) [see Goods Inbound / Goods Inbound & Purchase Invoice]
- Goods Outbound (GO) [see Goods Outbound / Goods Outbound & Sales Invoice]
- Goods Outbound and Sales Invoice (GOSI) [see Goods Outbound / Goods Outbound & Sales Invoice]
- Purchase Order (PO) [see Purchase Order]
- Sales Quote (QUOTE) [see Sales Quote]
- Sales Order (SO) [see Sales Order]

The Document Types that cannot be imported via the Data Import module are the following:

- Goods Transfer (GT) [see Goods Transfer]
- Return of Goods from Client (GRC) [see Return of Goods from Client / Return of Goods from Client & Credit]
- Return of Goods from Client & Credit (GRCCR) [see Return of Goods from Client / Return of Goods from Client & Credit]
- Return of Goods to Supplier (GRS) [see Return of Goods to Supplier / Return of Goods to Supplier & Credit]

- Return of Goods to Supplier & Credit (GRSCR) [SEE RETURN OF GOODS TO SUPPLIER / RETURN OF GOODS TO SUPPLIER & CREDIT]
- Purchase Invoice (PI) [SEE PURCHASE INVOICE / Sales Invoice]
- Sales Invoice (SI) [SEE PURCHASE INVOICE / Sales Invoice]
- Finished Goods Receipt (WOFG) [SEE RECEIVING FINISHED GOODS FROM THE WORK ORDER]
- Work Order (WO) [SEE ALLOCATING COMPONENTS TO THE WORK ORDER]

The spreadsheet template includes both document (Document Date, Document Number etc.) as well as Product information (SKU, Quantity, Price, Remarks etc.).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Document Type Abbreviation	Document Number	Inventory Location Abbreviation	Client/Supplier Name	Currency Code	Billing Address	Shipping Address	Contact Name	Custom Document Date 1 (MM-DD-YYYY)	Custom Document Date 2 (MM-DD-YYYY)	Payment Terms	Document Comments	Document Tags	SKU	Description	Quantity	Unit Price	Discount Name	Tax Name	Remarks
2	PO	1	HQ	MEGA SYSTEMS Inc.	USD	56 Burlington St., Lexington, MA	199 E 40th St, Austin, TX	George Wu			Due On Receipt			001	001 Product Description	1	10.99			some Row Remarks 1
3	PO	1	HQ	MEGA SYSTEMS Inc.	USD	56 Burlington St., Lexington, MA	199 E 40th St, Austin, TX	George Wu			Due On Receipt			002	002 Product Description	5	14			some Row Remarks 2
4	PO	1	HQ	MEGA SYSTEMS Inc.	USD	56 Burlington St., Lexington, MA	199 E 40th St, Austin, TX	George Wu			Due On Receipt			003	003 Product Description	3	15			some Row Remarks 3
5	PO	1	HQ	MEGA SYSTEMS Inc.	USD	56 Burlington St., Lexington, MA	199 E 40th St, Austin, TX	George Wu			Due On Receipt			004	004 Product Description	2	20			some Row Remarks 4
6	PO	1	HQ	MEGA SYSTEMS Inc.	USD	56 Burlington St., Lexington, MA	199 E 40th St, Austin, TX	George Wu			Due On Receipt			005	005 Product Description	5	30			some Row Remarks 5
7	PO	2	HQ	Santana Row LLC.	USD	367 Santana Row, San Jose, CA	367 Santana Row, San Jose, CA	Michael Moore	05-18-2012	06-18-2012	Net 60			001	001 Product Description	10	10.99			some other Row Remarks
8	GIPI	1	WARE2	ACME INDUSTRIES	USD	963 Clay Street, San Francisco, CA	963 Clay Street, San Francisco, CA	George W. Bush						020	020 Product Description	5	90			
9	GIPI	1	WARE2	ACME INDUSTRIES	USD	963 Clay Street, San Francisco, CA	963 Clay Street, San Francisco, CA	George W. Bush						022	022 Product Description	5	119			
10	GIPI	1	WARE2	ACME INDUSTRIES	USD	963 Clay Street, San Francisco, CA	963 Clay Street, San Francisco, CA	George W. Bush						023	023 Product Description	8	120.12			
11																				

Figure 56-Filling the rows of the Document template for Data Import

Column A (mandatory) should include the *Document Type Abbreviation*. Column B (mandatory) should include the *Document Number*. In case the numbering scheme of the specific Document Type is set to automatic [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE] the *Document Number* will be assigned automatically by the system. It however has to be present in the template and be incremented by one (1) with every different document that is imported. In [FIGURE 56-FILLING THE ROWS OF THE DOCUMENT TEMPLATE FOR DATA IMPORT] the eight (5) first rows (rows 2-6 in the excel template) refer to the import of one PO document, the next row (row 7 in the excel template) refer to the import of another PO document and the last three (3) rows (rows 8-10 in the excel template) refer to the import of a GIPI (Goods Inbound & Purchase Invoice) document.

Columns C, D and E (mandatory) should include the *Inventory Location Abbreviation*, the *Client/Supplier Name* and the three-letter *Currency Code* respectively. Columns F and G (non-mandatory) refer to the *Billing* and the *Shipping* (or Pickup) address respectively. Column H (non-mandatory) refers to the Contact Name [SEE CONTACTS]. Columns I and J (non-mandatory) refer to the Custom Document Date 1 and Custom Document Date 2 respectively. Column K (non-mandatory) refers to the Payment Terms. Columns L and M

(non-mandatory) refer to the Document Comments and Document Tags (comma separated keywords that may identify the Document) respectively.

Columns A through M should be identical for every unique document that is imported via the Data Import tool. For example, in FIGURE 56-FILLING THE ROWS OF THE DOCUMENT TEMPLATE FOR DATA IMPORT the eight (5) first rows (rows 2-6 in the excel template) have identical fields in columns A through M.

Columns N through T include the Product Detail rows of the document. In case the document imported is not an invoice (is for example a Goods Inbound document), then the mandatory *Unit Price* field will not have any effect on the document.

After filling in all the rows, the user should save the file as CSV or Unicode TXT [SEE FIGURE 49-SAVING AS CSV OR UNICODE TXT] and upload to Megaventory.

- ✓ All imported documents will be inserted in the Megaventory account in the ***Verified*** status
- ✓ If the import file is not correctly filled-in and at least one error is raised in any document, zero documents will be imported in the Megaventory account.

Documents

Purchase Orders, Sales Quotes and Sales Orders

Overview

A Purchase Order, a Sales Quote and a Sales Order form a special subset of documents in Megaventory. These three Document Types are related to pre-sales and ordering operations.

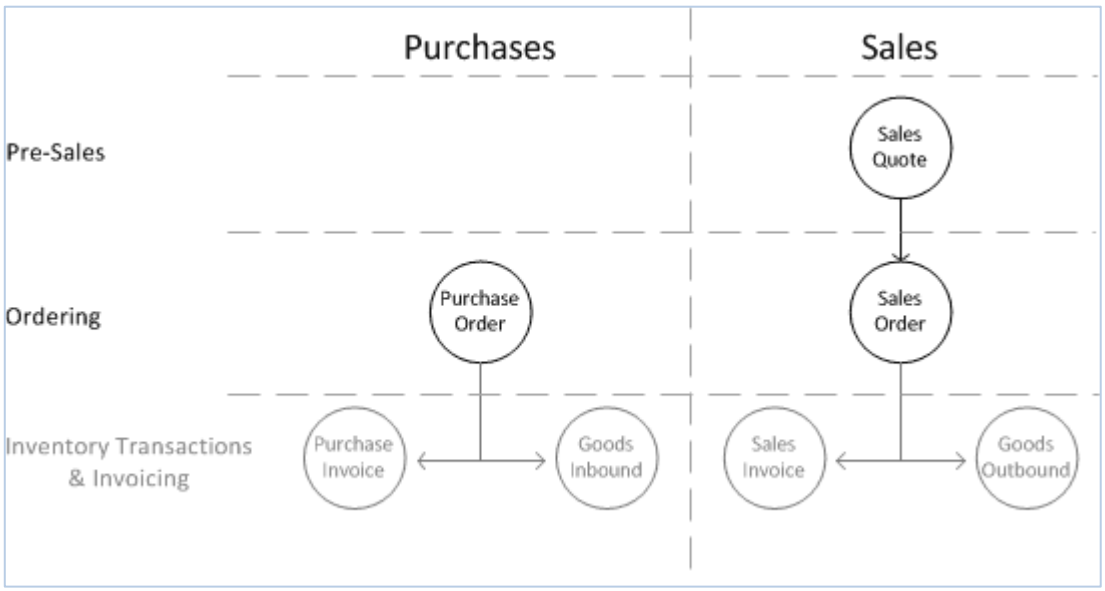


Figure 57-Basic overview of pre-sales and ordering modules

Adding or updating purchase orders, sales quotes or sales orders is based on the generic document template of Megaventory. This template allows for easy data entry, data update and data deletion. In the *Uploaded File* tab, it also provides a mechanism for uploading multiple image and/or PDF files (for example scanned copies of a contract) and attaching them to the document. The *Related Documents* tab includes all documents that are related to the present document. For example, a sales invoice that is created against a sales order will appear under the *Related Document* tab of the sales order. Finally, every user operation/activity is saved in the *History* tab with the username and date of the activity log.

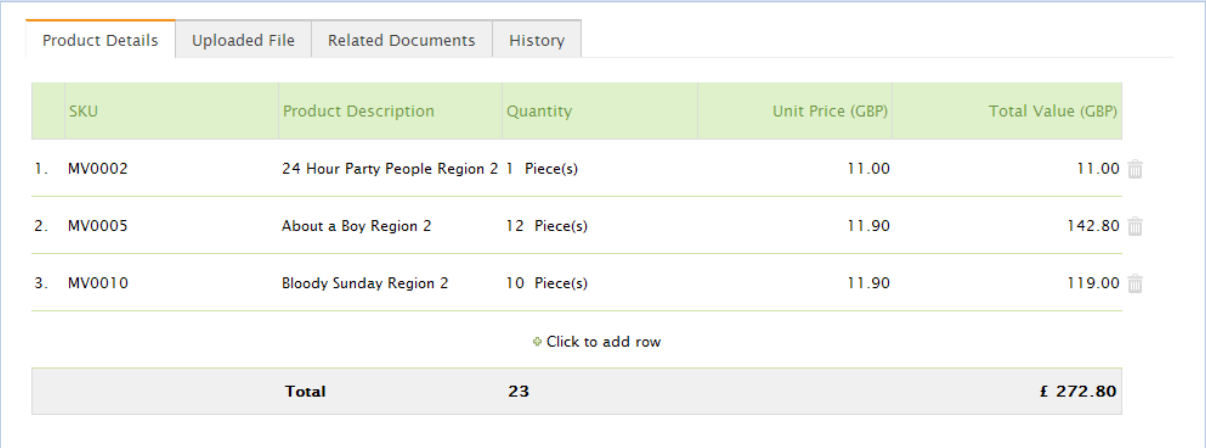

Product Details
Uploaded File
Related Documents
History
SKU
Product Description
Quantity
Unit Price (GBP)
Total Value (GBP)
1. MV0002 24 Hour Party People Region 2 1 Piece(s) 11.00 11.00
2. MV0005 About a Boy Region 2 12 Piece(s) 11.90 142.80
3. MV0010 Bloody Sunday Region 2 10 Piece(s) 11.90 119.00
Click to add row
Total 23 £ 272.80

Figure 58-Adding/Editing rows in the Product Details tab

When the document template loads, the keyboard cursor is focused on the *Supplier* or *Client* textbox. This allows for directly typing the client/supplier name or fetching the client/supplier name by start typing part of the *phone number*, the *Tax ID* or the *e-mail* of the specific supplier/client.

Then, the user may fill in the rest of the fields in the document header or click the *Product Details* area to *Add a Row*. The cursor focuses on the *SKU* textbox and the user may start typing part of the *SKU* code, the *Product Description*, the *Product Version*, the *EAN* or the *Supplier SKU* (if creating a purchasing document) to fetch the *SKU* code. By pressing the 'Tab' keyboard key, the user may move on to the next field and add the correct product *Quantity* and *Unit Price*.

The *Unit Price*, *Tax* and *Discount* fields of the product row may be automatically fetched if a pricing rule exists for this product when the product row is inserted in the document [SEE PRICING RULES]. The *Unit Price* field, the *Tax* and *Discount* fields are editable if the user creating the document has permissions to edit prices in documents [SEE SETTING USER ACCESS PERMISSIONS]. When the document is created and the *Product Details* tab is still open for editing, the user may mouse over the *Unit Price* area to see information related to the specific *Unit Price* value. Information shown in the tooltip may refer to the name of the applied pricing rule or the default sales/purchase price or the selected supplier purchase price.

The ‘Tab’ key saves the product row and moves on to the next product row. Alternatively, by using the mouse, the user may save the product row by clicking the diskette icon (). A ticker icon () will appear after a successful row insertion or update. Edits are discarded by pressing the ‘Esc’ key or by clicking on the cancel icon ().

An existing product row may be edited at any time by clicking on the row with the mouse. Similarly to creating a new row, an edited row can either be saved by moving on to the next row with the ‘Tab’ key or by clicking the diskette icon (). Edits are again discarded by pressing the ‘Esc’ key or by clicking on the cancel icon (). To delete an already existing row, the user may click on the trashcan icon ().

- ✓ The products and associated quantities of the ***Product Details*** tab can be pinned to the Clipboard [SEE CLIPBOARD] and be pasted later to automatically create another document with minimal user interaction. This functionality can -for example- be used to pin the products and quantities of a Sales Order and then automatically fill the products and quantities of a Purchase Order document. The ***Pin to Clipboard*** feature can be found once the document is saved and under the extended options of the document. For example [SEE FIGURE 64-THE EXTENDED OPTIONS OF THE PURCHASE ORDER DOCUMENT].

Purchase Order

A *Purchase Order* is a predefined Document Type to Megaventory and is used to log all the physical operations involved starting from the instant of filling the Purchase Order *Product Details* form until the products are shipped from the supplier and received in one inventory location.

The Purchase Orders module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search Orders by SKU or Remarks*: By adding a SKU code or a remarks text in the textbox and clicking *Search*, Megaventory searches through the Product rows of all the Purchase

Orders of the account to fetch one or more Purchase Orders that include a *SKU* code or a *Remarks* field that match the search criteria.

- *Saved Reports*: By clicking the Saved Reports option, a list of customized Purchase Order reports is displayed. [SEE PURCHASE ORDER REPORT]
- *Print (Batch)*: By selecting a set of purchase orders using the checkboxes of the list, the user may select to print ( ) multiple purchase orders with a single action. Clicking the drop-down arrow of the Print button will allow printing Receipt Slips [SEEPICKING SLIP & Receipt Slip] that can display the bin-locations of the products included in the Purchase Order so as to facilitate the operation of positioning the products inside the Inventory Location.
- *Export Purchase Orders*: By selecting a set of Purchase Orders using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.
- *View Related Documents*: By clicking on the related documents icon ( ) next to the purchase order number, the user can see all the related documents that are created against the purchase order (for example a Goods Inbound and Purchase Invoice document).
- *View Document History/Add New History Entry*: By clicking on the document history icon ( ) next to the purchase order number, the user can see all the actions that have been performed by all users in the purchase order and can add a new entry in the history stream.
- *Print Purchase Order (individual)*: By clicking on the printer icon ( ) next to the purchase order number, the user may print the purchase order or the receipt slip [SEE PICKING SLIP & RECEIPT SLIP] of the purchase order. The printout template will be the default one [SEE PREDEFINED PRINTOUT TEMPLATE] unless a custom printout template has been defined for the purchase order. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]
- *Email Purchase Order*: By clicking on the e-mail icon ( ) next to the purchase order number, the user may email the purchase order to the supplier. The email template uses the same template as the template used in the printout.

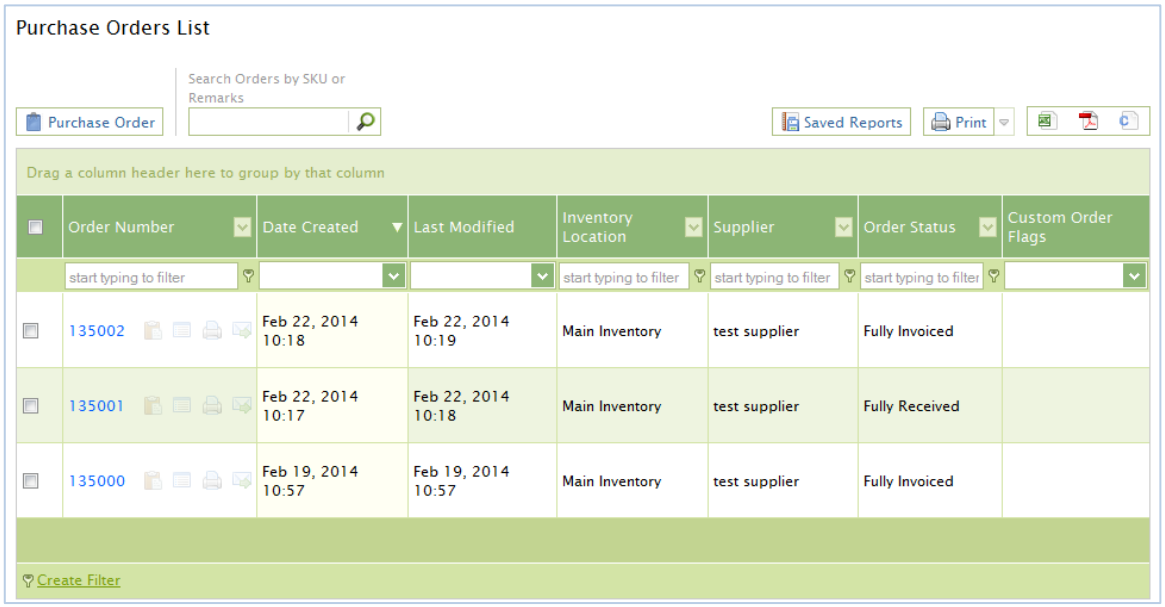


Figure 59- List of Purchase Orders

Adding a Purchase Order

Adding a new Purchase Order to the account requires -at minimum- the setting of the Supplier and the insertion of at least one Product row in the *Product Details* form.

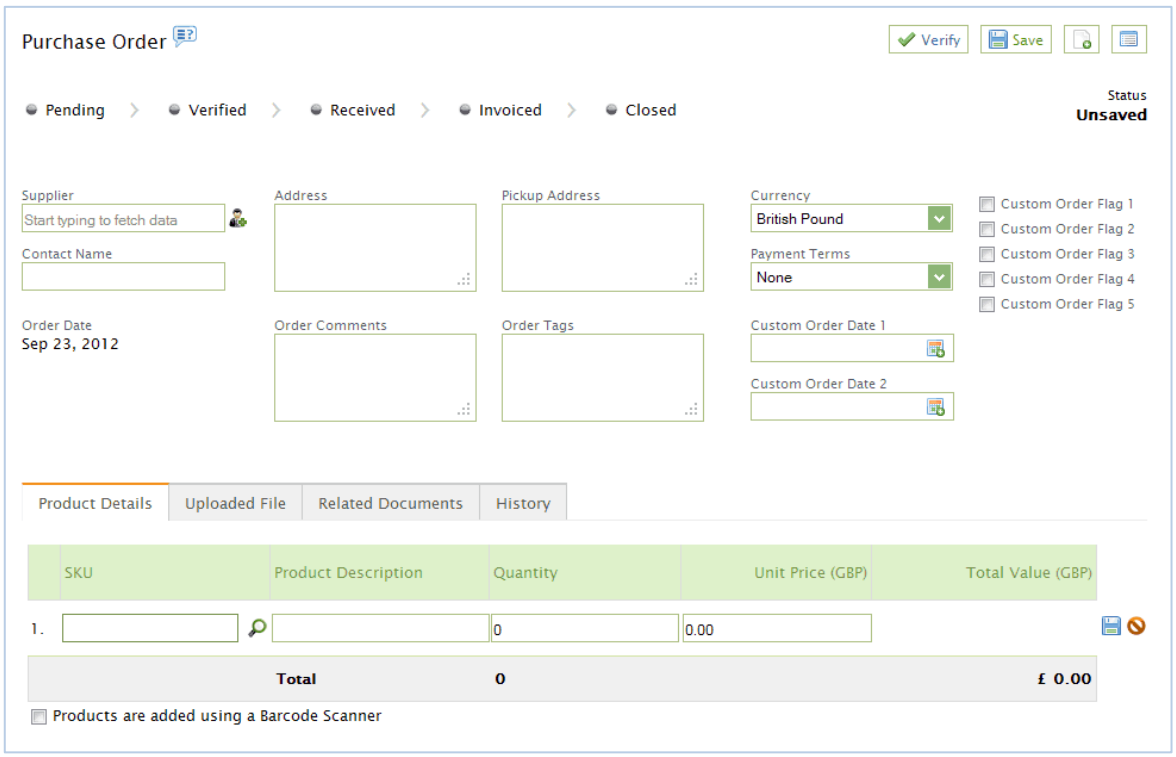


Figure 60-Adding a Purchase Order

The *Supplier* field can be populated by starting typing text that is either included in the supplier name, the supplier phone 1 or phone 2, the supplier e-mail address or the tax ID of the supplier. Adding the supplier field will automatically populate the *Address* and *Pickup Address* fields according to the supplier definition. It will also populate the main *Contact* name of the supplier (if a default contact has been assigned under the supplier chosen). In case the supplier is a new one and does not exist in the account, the user may click the icon ( ) next to the supplier textbox to add on-the-fly a new supplier to the account. [SEE ADDING/UPDATING A SUPPLIER/CLIENT]

Figure 61-Fetching the Supplier details in the Purchase Order

Similarly, the *SKU* field in the *Product Details* tab can be populated by starting typing text that is either included in the SKU code, the Product Description, the Product Version or the EAN code of the Product definition. Adding the SKU code will automatically populate the *Product Description*, *Product Version* and *Unit Price* fields according to the Product definition and any purchasing pricing rules that may apply. It may also populate the *Supplier SKU* in case the column is set to visible [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE] and the Product has been assigned a Supplier SKU [SEE SUPPLIER INVENTORY]. In case the SKU is not found in the account, the user will get a notification to add on-the-fly a new Product to the account. [SEE ADDING/DELETING/UPDATING A PRODUCT]

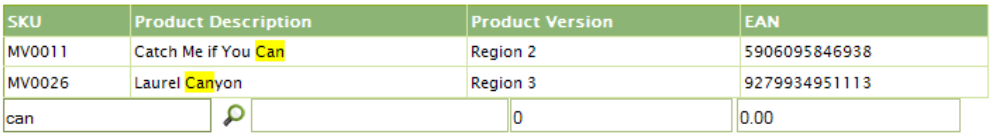


Figure 62-Fetching the Product in the Product Details tab of the Purchase Order

In case the *Products are added using a Barcode Scanner* option is checked then the cursor will automatically move on to the next product row immediately after the *SKU* or the *EAN* or the *Supplier SKU* codes are scanned using a barcode reader device. In such a case, the

quantity added per product row will be one (1). The *Unit Price*, *Discount* and *Tax* fields can be populated automatically if a purchasing pricing rule applies at the time the product row is created.

- ✓ If the ***Products are added using a Barcode Scanner*** option is checked, then, users will not be able to add products in the product rows by using the keyboard. In such a case, the available input methods are the use of the barcode scanner -or- the use of the mouse (by clicking the magnifying glass icon ( ) and then selecting the product to be added to the product row by clicking the select ( ) icon).
- ✓ The choice of the ***Products are added using a Barcode Scanner*** option will remain in memory for the specific user for any future documents that this user might create. The choice may be changed at any time by unselecting the checkbox.

The *Order Comments* field may accommodate any comments related to this Purchase Order. This text will be visible in the printout of the Purchase Order. The *Order Tags* may accommodate any comma separated keywords to describe this Purchase Order (for example, "*Priority, Approved*", etc.). This text will not be visible in the printout of the Purchase Order. [SEE PREDEFINED PRINTOUT TEMPLATE]

The Purchase Order can then be either saved as *Pending* (Draft) or *Verified*. Either of these actions assigns a number to the Purchase Order. If the Purchase Order is saved as *Pending*, the *Product Details* tab remains open for editing and no inventory location is assigned to the Purchase Order (the inventory location where products will eventually be received in). Alternatively, if the Purchase Order is *Verified*, the *Product Details* tab becomes non-editable and the user should choose an inventory location where products will be received in against this Purchase Order. [SEE RECEIVING AGAINST A PURCHASE ORDER]

- ✓ A verified purchase order can be reverted to pending. This action unlocks the Product Details tab and allows for the selection of another inventory location to receive products against this Purchase Order.
- ✓ When the purchase order is verified, the ***Non-received Quantity in Purchase Orders*** metric (that relates to those SKUs of the purchase order) increases according to the quantity of those products ordered in the purchase order. [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]

✓ A verified -or- pending purchase order can be cancelled. A cancelled purchase order remains in the purchase order list for reference and retains its number.

Once saved as *Pending* or *Verified*, the Purchase Order can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Purchase Order. More printing/emailing options include printing a *Receipt List* [SEE PICKING SLIP & RECEIPT SLIP] for the Purchase Order. The receipt slip is a print template to be used internally in the company which does not include Supplier and Product pricing information. [SEE FIGURE 63-PRINT/EMAIL OPTIONS OF THE PURCHASE ORDER]

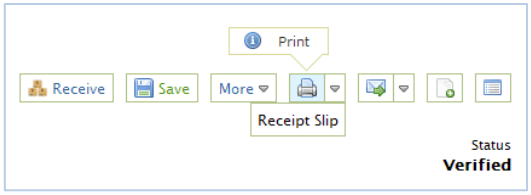


Figure 63-Print/Email options of the Purchase Order

Extended Options of the Purchase Order

The extended options of the Purchase Order appear under the *More* button.

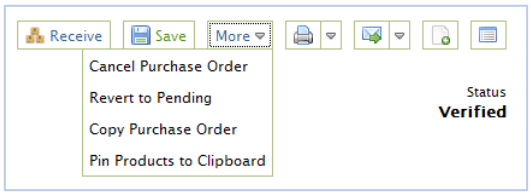


Figure 64-The extended options of the Purchase Order Document

The *Cancel Purchase Order* operation reverts all the effects that were applied with the *Verified* operation (in case the purchase order is cancelled while in Pending status, there are no effects to revert). As such the *Non-received quantity in Purchase Orders* -for the products included in the document- is decreased. A cancelled purchase order remains in the list for reference and retains its document number.

✓ Cancelling a Purchase Order is an irreversible action.

The *Copy Document* operation creates an exact copy of the current purchase order. The new purchase order is created in the Pending state.

The *Pin Products to Clipboard* adds the products included in the purchase order -together with their quantities- to the Clipboard. [SEE CLIPBOARD]

Receiving against a Purchase Order

Once the products physically arrive in the premises of the company/organization, the user may click the *Receive* option. That brings up a dialog window where the user may choose the quantities to receive and the receiving document (Goods Inbound -or- Goods Inbound & Purchase Invoice document) that will be created against the Purchase Order. The choice of the receiving document will define whether the Purchase Order will get an *Invoiced* status. [SEE GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE]

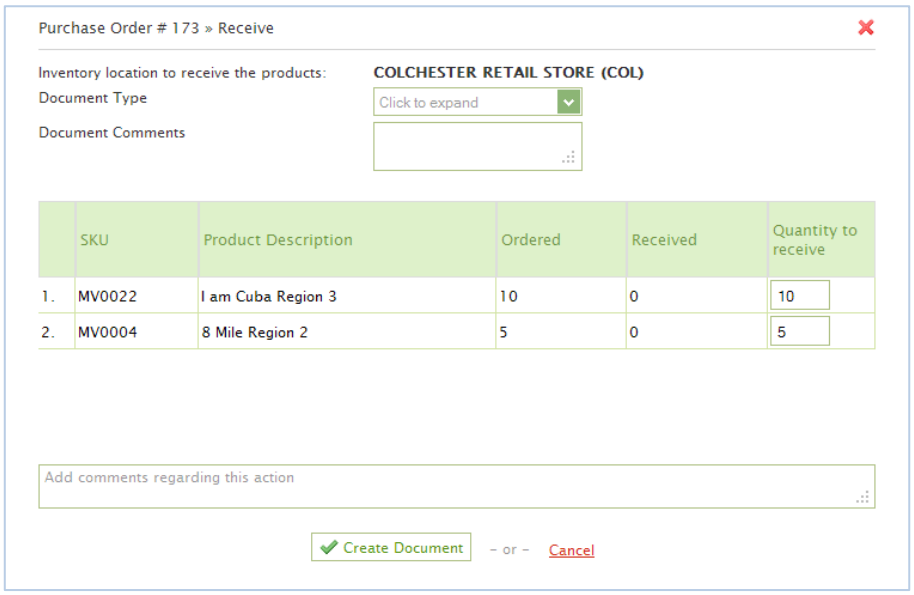


Figure 65-Receiving a Purchase Order

In case the *Quantity to receive* is less than the *Ordered* quantity, the Purchase Order will get a *Partially Received* -or- *Partially Received and Invoiced* status (according to the Document Type chosen to receive the goods against [SEE GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE]). If the *Quantity to receive* is equal to the *Ordered* quantity then the Purchase Order will get a *Fully Received* or *Fully Invoiced* status (again, according to the Document Type chosen to receive the goods against).

- ✓ The user cannot insert a ***Quantity to Receive*** figure that is higher than the ***Ordered*** quantity.
- ✓ Receiving Products against a Purchase Order will increase the quantity of those Products in the respective inventory location.
- ✓ All the related receiving & invoicing documents that are issued against the Purchase Order will appear under the ***Related Documents*** tab of the Purchase Order.
- ✓ A Purchase Order may get back to the ***Verified*** status if and only if all the ***Related Documents*** that are issued against the Purchase Order are cancelled.

In case the Purchase Order is received with a Goods Inbound document then, the *Received* Quantity will be less than the *Invoiced* Quantity. In such a case, the *Invoice* option of the Purchase Order may be clicked to bring up a dialog window where the *Quantity to Invoice* may be set [SEE FIGURE 66-INVOICING A PURCHASE ORDER]. If the *Quantity to Invoice* equals both the *Received* quantity and the *Ordered* quantity, then, the Purchase Order will get a *Fully Invoiced* status. If the *Received* quantity equals the *Ordered* quantity but the *Quantity to Invoice* is less than the *Received* quantity then the Purchase Order will get a *Partially Invoiced* status.

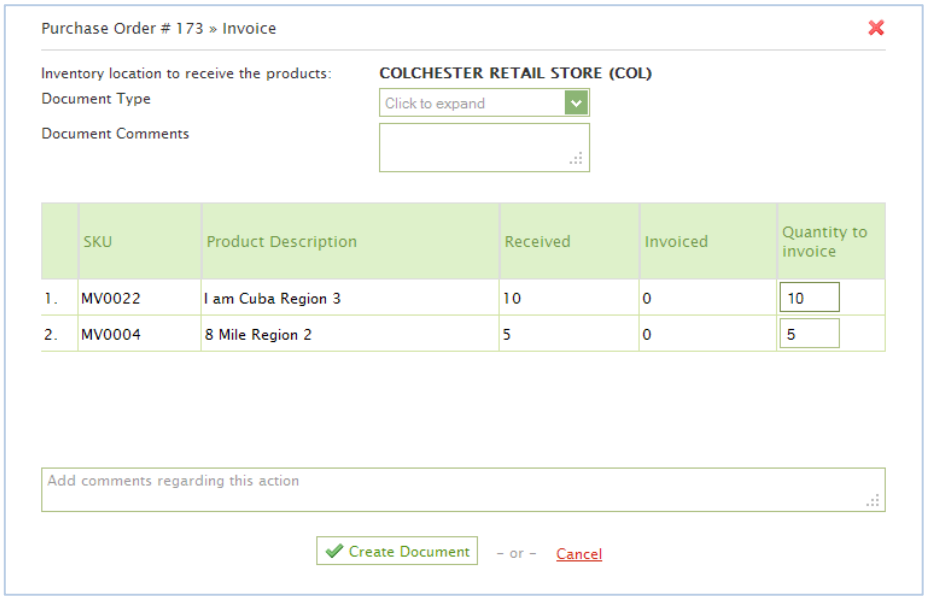


Figure 66-Invoicing a Purchase Order

To conclude all the actions related to the Purchase Order, the user may mark it as *Closed*. This action makes all the Purchase Order fields non-editable and is the final step in the workflow of the Purchase Order.

- ✓ Closing a Purchase Order is an irreversible action
- ✓ The user may close the Purchase Order at any time, even if the ***Ordered Quantity*** does not match the ***Received Quantity***.
- ✓ Closing a Purchase Order automatically closes any non-closed ***Related Documents*** (receiving or invoicing documents) that were issued against the Purchase Order.

Sales Quote

A *Sales Quote* is a predefined Document Type to Megaventory and is used to log all the physical operations involved starting from the instant of filling the sales quote *Product Detail* rows until the sales quote is accepted by the client and a sales order is created against the sales quote for that client.

The Sales Quotes module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search Quotes by SKU or Remarks*: By adding a SKU code or a remarks text in the textbox and clicking *Search*, the system searches through the Product rows of all the Sales Quotes of the account to fetch one or more sales quotes that include a SKU code or a remarks field that match the search criteria.
- *Print (Batch)*: By selecting a set of sales quotes using the checkboxes of the list, the user may select to print ( ) multiple sales quotes with a single action.
- *Export Sales Quotes*: By selecting a set of sales quotes using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.
- *View Document History/Add New History Entry*: By clicking on the document history icon ( ) next to the sales quote number, the user can see all the actions that have been performed by all users in the sales quote and can add a new entry in the history stream.

- *Print Sales Quote (individual)*: By clicking on the printer icon ( ) next to the sales quote number, the user may print the sales quote. The printout template will be the default one [SEE PREDEFINED PRINTOUT TEMPLATE] unless a custom printout template has been defined for the sales quote. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]
- *Email Sales Quote*: By clicking on the e-mail icon ( ) next to the sales quote number, the user may email the sales quote to the client. The email template uses the same template as the template used in the printout.

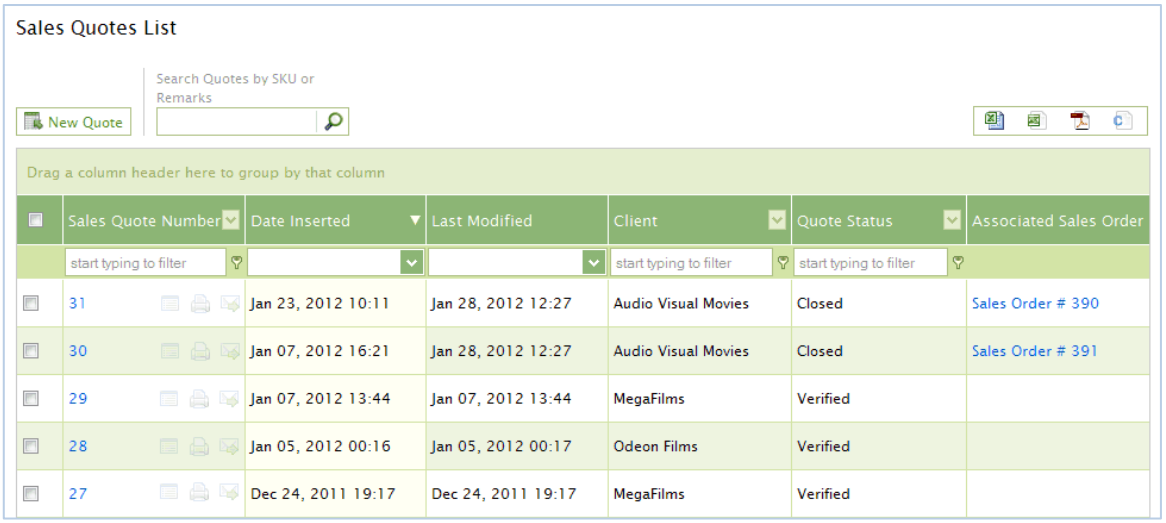

Sales Quotes List
Search Quotes by SKU or Remarks
New Quote
Drag a column header here to group by that column
Sales Quote Number
Date Inserted
Last Modified
Client
Quote Status
Associated Sales Order
start typing to filter
31 Jan 23, 2012 10:11 Jan 28, 2012 12:27 Audio Visual Movies Closed Sales Order # 390
30 Jan 07, 2012 16:21 Jan 28, 2012 12:27 Audio Visual Movies Closed Sales Order # 391
29 Jan 07, 2012 13:44 Jan 07, 2012 13:44 MegaFilms Verified
28 Jan 05, 2012 00:16 Jan 05, 2012 00:17 Odeon Films Verified
27 Dec 24, 2011 19:17 Dec 24, 2011 19:17 MegaFilms Verified

Figure 67- List of Sales Quotes

Adding a Sales Quote

Adding a new sales quote to the account requires -at minimum- the setting of the client and the insertion of least one product row in the *Product Details* form.

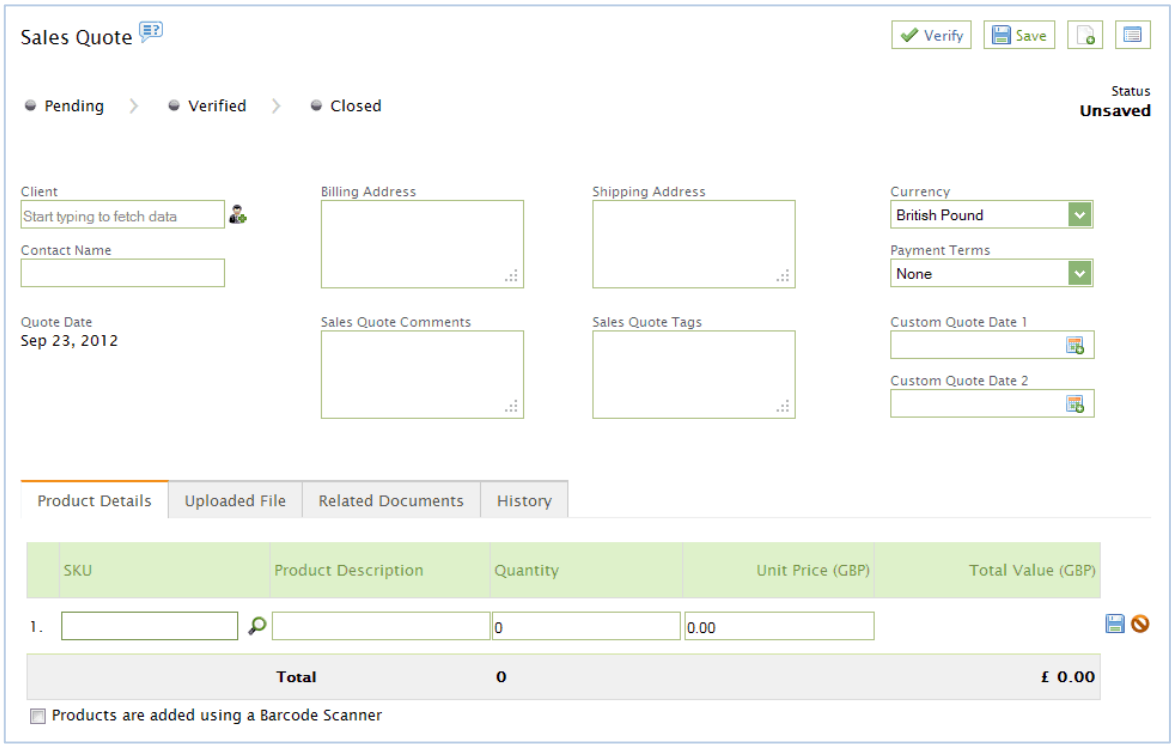


Figure 68-Adding a Sales Quote

The *Client* field can be populated by starting typing text that is either included in the client's name, the client's phone 1 or phone 2, the client's e-mail address or the tax ID of the client. Adding the client *Name* will automatically populate the *Billing Address* and *Shipping Address* fields according to the client definition [SEE ADDING/UPDATING A SUPPLIER/CLIENT]. It will also populate the main *Contact* name of the client (if a default contact has been assigned under the client chosen). In case the client is a new one and does not exist in the account, the user may click the icon ( ) next to the client textbox to add on-the-fly a new client to the account. [SEE ADDING/UPDATING A SUPPLIER/CLIENT]

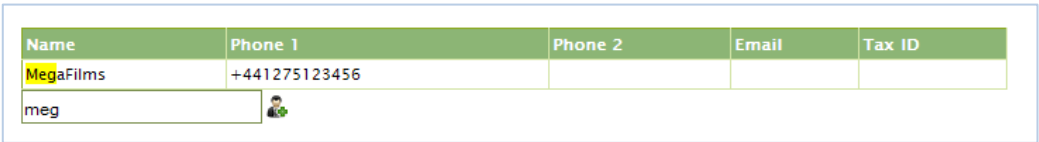
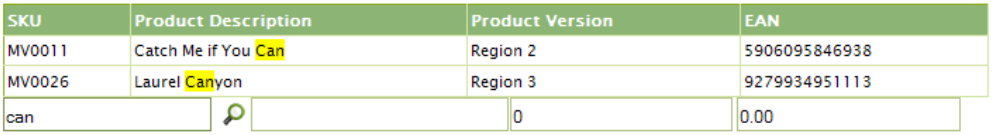


Figure 69-Fetching the client details in the Sales Quote

The *SKU* field in the *Product Details* tab can be populated by starting typing text that is either included in the SKU code, the Product Description, the Product Version or the EAN code of the Product definition. Adding the *SKU* code will automatically populate the *Product*

Description, *Product Version* and *Unit Price* fields based on the product definition and any sales pricing rules that may apply. In case the SKU is not found in the account, the user will get notified to add on-the-fly a new Product to the account. [SEE ADDING/DELETING/UPDATING A PRODUCT]



SKU	Product Description	Product Version	EAN
MV0011	Catch Me if You Can	Region 2	5906095846938
MV0026	Laurel Canyon	Region 3	9279934951113
can		0	0.00

Figure 70-Fetching the product in the Product Details tab of the Sales Quote

In case the *Products are added using a Barcode Scanner* option is checked then the cursor will automatically move on to the next product row immediately after the *SKU* or the *EAN* codes are scanned using a barcode reader device. In such a case, the quantity added per product row will be one (1). The *Unit Price*, *Discount* and *Tax* fields can be populated automatically if a sales pricing rule applies at the time the product row is created.

The *Sales Quote Comments* field may accommodate any comments related to the Sales Quote. This text will be visible in the printout of the Sales Quote. The *Sales Quote Tags* may accommodate any comma separated keywords to describe the sales quote (for example, "Priority, Approved", etc.). This text will not be visible in the printout of the sales quote.

The sales quote can then be either saved as *Pending* (draft) or *Verified*. Either of these actions assigns a number to the sales quote. If the sales quote is saved as *Pending*, the *Product Details* tab remains open for editing. Alternatively, if the sales quote is *Verified*, the *Product Details* tab becomes non-editable.

- ✓ A ***Verified*** Sales Quote can be reverted to ***Pending***. This action unlocks the ***Product Details*** tab and allows for the editing of Products and Product attributes (for example, prices, quantities, etc.).

Once saved as *Pending* or *Verified*, the Sales Quote can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Sales Quote.

Extended Options of the Sales Quote

The extended options of the Sales Quote appear under the *More* button.

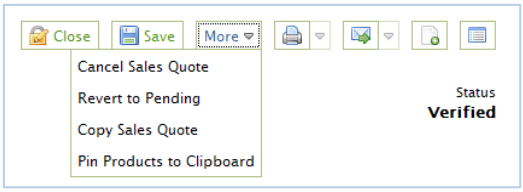


Figure 71-The extended options of the Sales Quote Document

The *Cancel Sales Quote* operation stops the process of the Sales Quote. As such, a Cancelled Sales Quote cannot be Closed and create a Sales Order [SEE CLOSING A SALES QUOTE (CREATING A SALES ORDER AGAINST A SALES QUOTE)]. A cancelled Sales Quote remains in the list for reference and retains its document number.

✓ Cancelling a Sales Quote is an irreversible action.

The *Copy Document* operation creates an exact copy of the current Sales Quote. The new Sales Quote is created in the Pending state.

The *Pin Products to Clipboard* adds the products included in the Sales Quote to the Clipboard. [SEE CLIPBOARD]

Closing a Sales Quote (Creating a Sales Order against a Sales Quote)

To conclude a Sales Quote, a user should click the *Close* option. This action brings up a window dialog where an inventory location should be chosen. Upon selecting the inventory location and clicking *Ok*, a Sales Order will be automatically created in the verified state in the selected inventory location [SEE SALES ORDER].

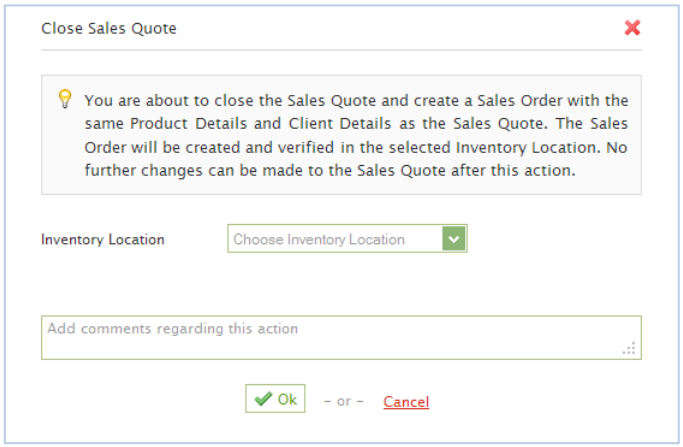

Close Sales Quote
You are about to close the Sales Quote and create a Sales Order with the same Product Details and Client Details as the Sales Quote. The Sales Order will be created and verified in the selected Inventory Location. No further changes can be made to the Sales Quote after this action.
Inventory Location
Choose Inventory Location
Add comments regarding this action
Ok
- or -
Cancel

Figure 72-Receiving a Purchase Order

- ✓ Closing a Sales Quote is an irreversible action
- ✓ Closing a Sales Quote automatically creates a Sales Order in the ***Verified*** state in the selected inventory location.
- ✓ In case the Sales Quote does not end up in a sale (and thus, a Sales Order should not be created), the user should ***Cancel*** the Sales Quote instead.

Sales Order

A *Sales Order* is a predefined Document Type to Megaventory and is used to log all the physical operations involved starting from the instant of filling the sales order *Product Detail* rows until the products are shipped from an inventory location of your company/organization to the client.

The *Sales Orders* module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search Orders by SKU or Remarks*: By adding a SKU code or a Remarks text in the textbox and clicking *Search*, the system searches through the Product detail rows of all the Sales Orders of the account to fetch one or more Sales Orders which include a SKU code or a remarks field that matches the search criteria.
- *Saved Reports*: By clicking the *Saved Reports* option a list of customized Sales Order reports is displayed. [SEE SALES ORDER REPORT]

- *Print (Batch)*: By selecting a set of sales orders using the checkboxes of the list, the user may select to print ( ) multiple sales orders with a single action. Clicking the drop-down arrow of the Print button will allow printing ProForma Invoice Slips [SEE PRO-FORMA INVOICE], Picking Slips [SEE PICKING SLIP & Receipt Slip] that can display the bin-locations of the products included in the Sales Order and facilitate the operation of picking the products from the Inventory Location and Packing Slips [SEE PACKING SLIP] that can display also the Client name.
- *Export Sales Orders*: By selecting a set of Sales Orders using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.
- *View Related Documents*: By clicking on the related documents icon ( ) next to the sales order number, the user can see all the related documents that are created against the sales order (for example a Goods Outbound and Sales Invoice document).
- *View Document History/Add New History Entry*: By clicking on the document history icon ( ) next to the sales order number, the user can see all the actions that have been performed by all users in the sales order and can add a new entry in the history stream.
- *Print Sales Order (individual)*: By clicking on the printer icon ( ) next to the sales order number, the user may print the sales order, the pro-forma invoice of the sales order [SEE PRO-FORMA INVOICE], a picking slip [SEE PICKING SLIP & RECEIPT SLIP] or a packing slip [SEE PACKING SLIP] based on the sales order. The printout template will be the default one [SEE PREDEFINED PRINTOUT TEMPLATE] unless a custom printout template has been defined for the sales order.[SEE CUSTOMIZING THE PRINTOUT TEMPLATE]
- *Email Sales Order*: By clicking on the e-mail icon ( ) next to the sales order number, the user may email the sales order to the client. The email template uses the same template as the template used in the printout.

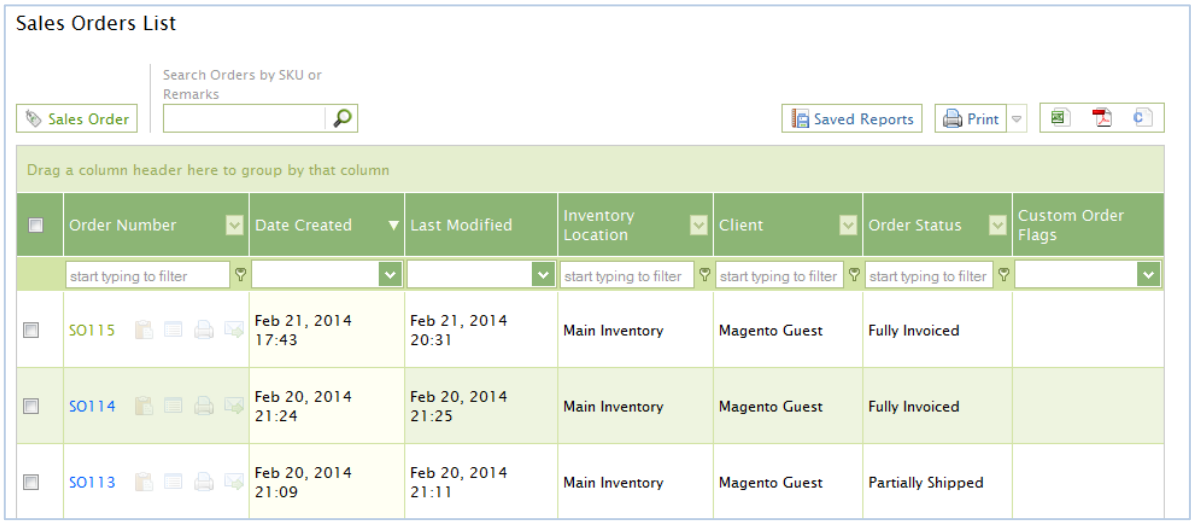


Figure 73-List of Sales Orders

✓ This module is also accessible by the ***SalesOrderGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Adding a Sales Order

Adding a new sales order to the account requires -at minimum- the setting of the client and the insertion of at least one product row in the *Product Details* form.

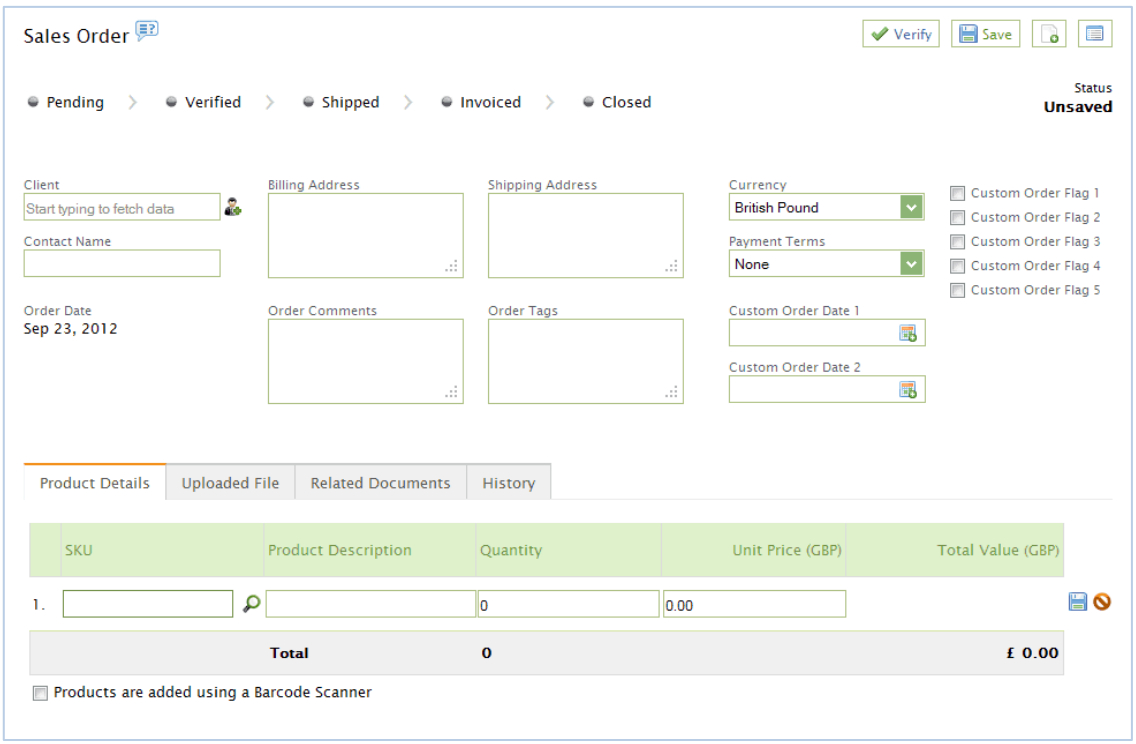


Figure 74-Adding a Sales Order

The *Client* field can be populated by starting typing text that is either included in the client's name, the Client's Phone 1 or Phone 2, the client's e-mail address or the tax ID of the client. Adding the *Client* will automatically populate the *Billing Address* and *Shipping Address* fields according to the client definition [SEE ADDING/UPDATING A SUPPLIER/CLIENT]. It will also populate the main *Contact* name of the client (if a default contact has been assigned under the client chosen). In case the client is a new one, the user may click the icon next to the client textbox to add on-the-fly a new client to the account. [SEE ADDING/UPDATING A SUPPLIER/CLIENT]

Figure 75-Fetching the client details in the Sales Order

The *SKU* field in the *Product Details* tab can be populated by starting typing text that is either included in the SKU code, the Product Description, the Product Version or the EAN code of the Product definition. Adding the *SKU* code will automatically populate the *Product Description*, *Product Version* and *Unit Price* fields based on the product definition and any sales pricing rules that may apply. In case the SKU is not found in the account, the user will get notified to add on-the-fly a new Product to the account. [SEE ADDING/DELETING/UPDATING A PRODUCT]

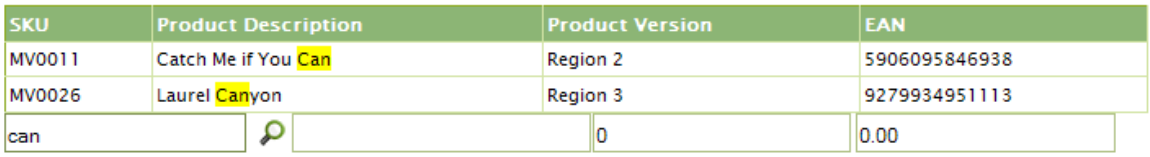


Figure 76-Fetching the Product in the Product Details tab of the Sales Order

In case the *Products are added using a Barcode Scanner* option is checked then the cursor will automatically move on to the next product row immediately after the *SKU* or the *EAN* codes are scanned using a barcode reader device. In such a case, the quantity added per product row will be one (1). The *Unit Price*, *Discount* and *Tax* fields can be populated automatically if a sales pricing rule applies at the time the product row is created.

The *Order Comments* field may accommodate any comments related to the Sales Order. This text will be visible in the printout of the Sales Order. The *Order Tags* may accommodate any comma separated keywords to describe the Sales Order (for example, "Priority, Approved", etc.). This text will not be visible in the printout of the Sales Order.

The Sales Order can then be either saved as *Pending* (draft) or *Verified*. Either of these actions assigns a number to the Sales Order. If the Sales Order is saved as *Pending*, the *Product Details* tab remains open for editing and no inventory location is assigned to the Sales Order (the inventory location where products will eventually be shipped from). Alternatively, if the Sales Order is *Verified*, the *Product Details* tab becomes non-editable and the user should choose an inventory location where products will be shipped from against this Sales Order. [SEE SHIPPING AGAINST A SALES ORDER]

- ✓ A verified Sales Order can be reverted to pending. This action unlocks the ***Product Details*** tab and allows for the selection of another inventory location to ship products from against this Sales Order.
- ✓ When the sales order is verified, the ***Non-Shipped Quantity in Sales Orders*** metric (that relates to those SKUs of the sales order) increases according to the quantity of those products ordered in the sales order. [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]
- ✓ A verified -or- pending sales order can be cancelled. A cancelled sales order remains in the sales order list for reference and retains its number

Once saved as *Pending* or *Verified*, the sales order can be printed or emailed by clicking the respective print/email icons ( ) at the header of the sales order. More printing/emailing options include printing a *Proforma Invoice* (print template that includes both client and product pricing information) and a *Picking Slip* & *a Packing Slip* (print templates to be used internally in the company which do not include client or product pricing information). [SEE FIGURE 77-PRINT/EMAIL OPTIONS OF THE SALES ORDER AND TABLE 1-COMPLIMENTATY PRINTOUT OPTIONS PER DOCUMENT TYPE]

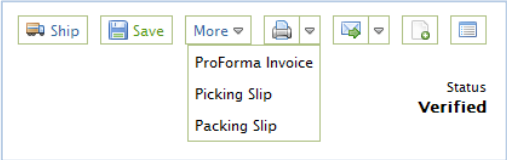


Figure 77-Print/Email options of the Sales Order

✓ This module is also accessible by the ***SalesOrderUpdate*** and ***SalesOrderCancel*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Extended Options of the Sales Order

The extended options of the sales order appear under the *More* button.

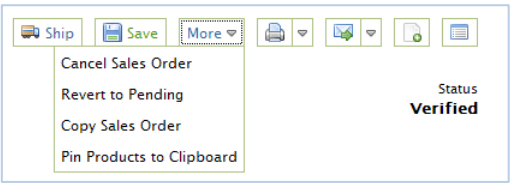


Figure 78-The extended options of the Sales Order

The *Cancel Sales Order* operation reverts all the effects that were applied with the *Verified* operation (in case the sales order is cancelled while in Pending status, there are no effects to revert). As such the *Non-shipped quantity in Sales Orders* -for the products included in the document- is decreased. A cancelled sales order remains in the list for reference and retains its document number.

✓ Cancelling a Sales Order is an irreversible action.

The *Copy Document* operation creates an exact copy of the current sales order. The new sales order is created in the Pending state.

The *Pin Products to Clipboard* adds the products included in the sales order -together with their quantities- to the Clipboard. [SEE CLIPBOARD]

Shipping against a Sales Order

Once the products are -or are just about to be- physically shipped from an inventory location of the premises of the company/organization, the user may click the *Ship* option. That brings up a dialog window where the user may choose the quantities to ship and the shipping document (Goods Outbound -or- Goods Outbound & Sales Invoice document) that will be created against the sales order. The choice of the shipping document will define whether the sales order will get an *Invoiced* status [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE]. The user may also choose the *Shipping Provider Name* and the *Tracking ID* of the shipment [SEE SHIPPING PROVIDERS]. The tracking information will be then added to the Shipping Tab of the shipping document that will be created.

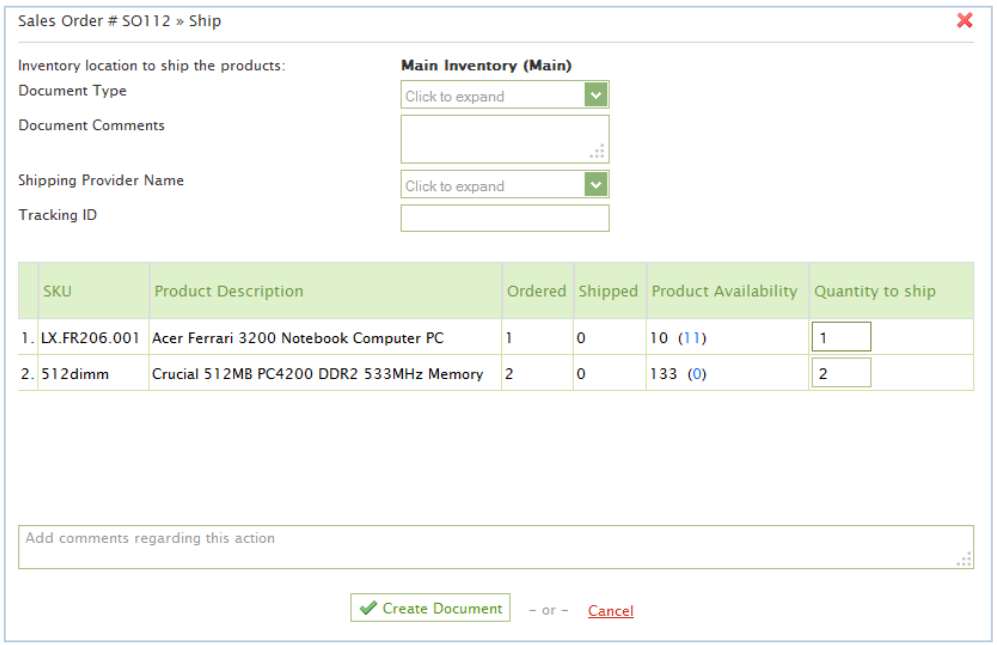


Figure 79-Shipping a Sales Order

In case the *Quantity to ship* is less than the *Ordered* quantity, the Sales Order will get a *Partially Shipped* -or- *Partially Shipped and Invoiced* status (according to the Document Type chosen to ship the goods [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE]). If the *Quantity to ship* is equal to the *Ordered* quantity then the Sales Order will get a *Fully Shipped* or *Fully Invoiced* status (again, according to the Document Type chosen to ship the goods). The *Product Availability* column shows the available quantity per product in all the inventory locations that are defined in the account. The value inside the parentheses refers

to the non-shipped quantity for each product in Sales Orders (excluding the present Sales Order).

- ✓ The user can insert a ***Quantity to Ship*** value that is higher than the ***Ordered*** quantity. In such a case the ***Ordered*** quantity of the Sales Order will be increased accordingly.
- ✓ In the ***Product Availability*** column, if the value inside the parentheses is greater than the value outside the parentheses (physical quantity), then, this practically means that the quantity which is in Sales Orders and is expected to be shipped is greater than the physical quantity. In such a case, it is up to the user to decide whether one or more Products should be shipped against the present Sales Order or give priority to other Sales Orders.
- ✓ Shipping Products against a Sales Order will reduce the quantity of those Products in the respective inventory location.
- ✓ All the related shipping & invoicing documents that are issued against the Sales Order will appear under the ***Related Documents*** tab of the Sales Order.
- ✓ A Sales Order may get back to the ***Verified*** status if and only if all the ***Related Documents*** that are issued against the Sales Order are cancelled.

In case the Sales Order is shipped with a Goods Outbound document then, the *Shipped* quantity will be less than the *Invoiced* Quantity. In such a case, the *Invoice* option of the Sales Order may be clicked. This will bring up a dialog window where the *Quantity to Invoice* may be set [SEE FIGURE 80-INVOICING A SALES ORDER]. If the *Quantity to Invoice* equals both the *Shipped* quantity and the *Ordered* quantity, then, the Sales Order will get a *Fully Invoiced* status. If the *Shipped* quantity equals the *Ordered* quantity but the *Quantity to Invoice* is less than the *Shipped* quantity then the Sales Order will get a *Partially Invoiced* status.

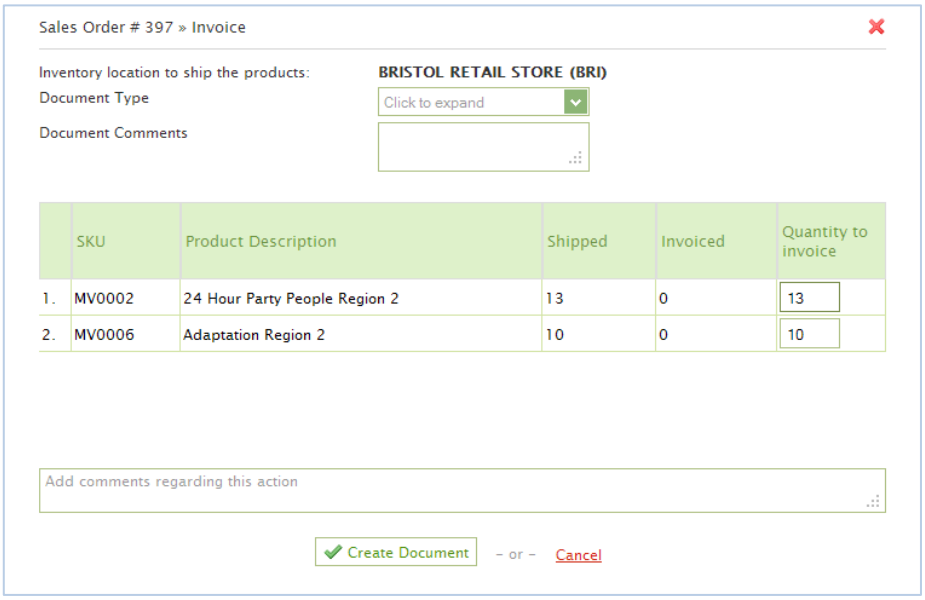


Figure 80-Invoicing a Sales Order

To conclude all the actions related to the Sales Order, the user may mark it as *Closed*. This action makes all the Sales Order fields non-editable and is the final step in the workflow of the Sales Order.

- ✓ Closing a Sales Order is an irreversible action
- ✓ Closing a Sales Order automatically closes any non-closed ***Related Documents*** (shipping or invoicing documents) that were issued against the Sales Order.

Inventory Transactions & Invoices

Overview

The inventory transactions & invoices form a subset of documents that handle the receiving, shipping and invoicing operations of a company/organization:

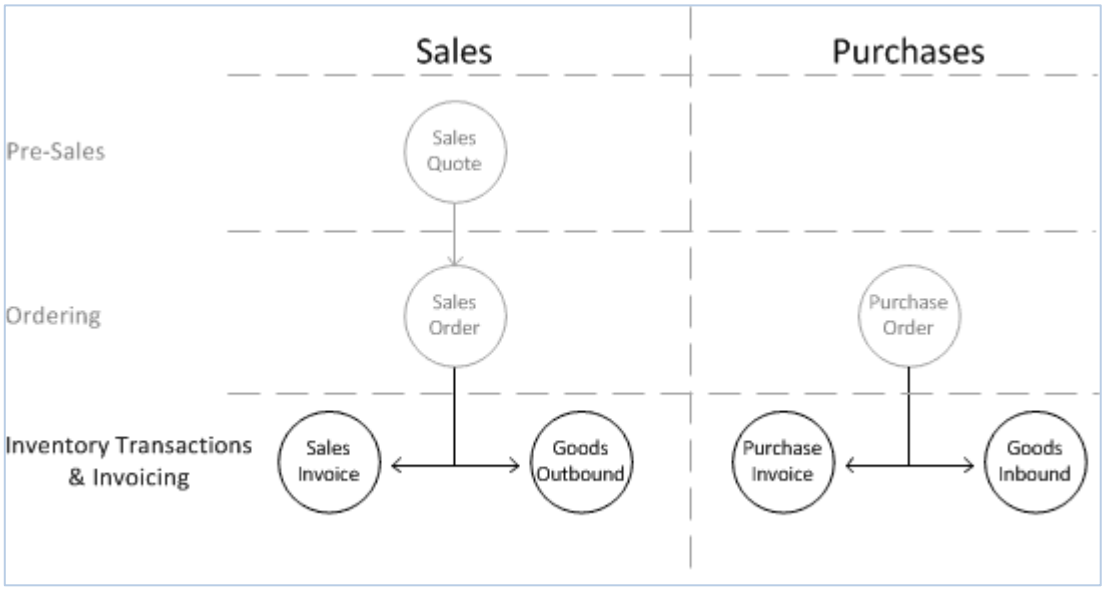


Figure 81-Inventory Transactions & Invoices

The *Inventory Transactions and Invoices* module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search Transactions and Invoices by SKU or Remarks*: By adding a SKU code or a remarks text in the textbox and clicking *Search*, the system searches through the Product detail rows of all the inventory transactions & invoices of the account to fetch one or more inventory transactions or invoices which include a SKU code or a remarks field that matches the search criteria.
  - *Print (Batch)*: By selecting a set of inventory transactions & invoices using the checkboxes of the list, the user may select to print (Print) multiple documents (or other complimentary printouts) with a single action. Clicking the drop-down arrow of the Print button will allow printing Picking/Receipt Slips [SEE PICKING SLIP & RECEIPT SLIP] that can display the bin-locations of the products included in the Sales Order and facilitate the operation of picking/receiving the products from/in the Inventory Location, Packing Slips [SEE PACKING SLIP] that can display also the Client name and Delivery Slips [SEE DELIVERY SLIP].
- *Export Inventory Transactions & Invoices*: By selecting a set of inventory transactions & invoices using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format. *View Document History/Add New History Entry*: By clicking on the

document history icon ( ) next to the sales order number, the user can see all the actions that have been performed by all users in the sales order and can add a new entry in the history stream.

- *View Related Documents*: By clicking on the related documents icon ( ) next to the document number, the user can see all the related documents of the document (for example a sales order, a purchase order etc.).
- *View Document History/Add New History Entry*: By clicking on the document history icon ( ) next to the document number, the user can see all the actions that have been performed by all users in the document and can add a new entry in the history stream.
- *Print Document*: By clicking on the printer icon ( ) next to the document number, the user may print the document or other complimentary printouts [SEE PICKING SLIP & RECEIPT SLIP, PACKING SLIP AND DELIVERY SLIP]. The printout template will be the default one [SEE PREDEFINED PRINTOUT TEMPLATE] unless a custom printout template has been defined for the document of this document type. [SEE CUSTOMIZING THE PRINTOUT TEMPLATE]
- *Email Document*: By clicking on the e-mail icon ( ) next to the document number, the user may email the document to the client or the supplier. The email template uses the same template as the template used in the printout.

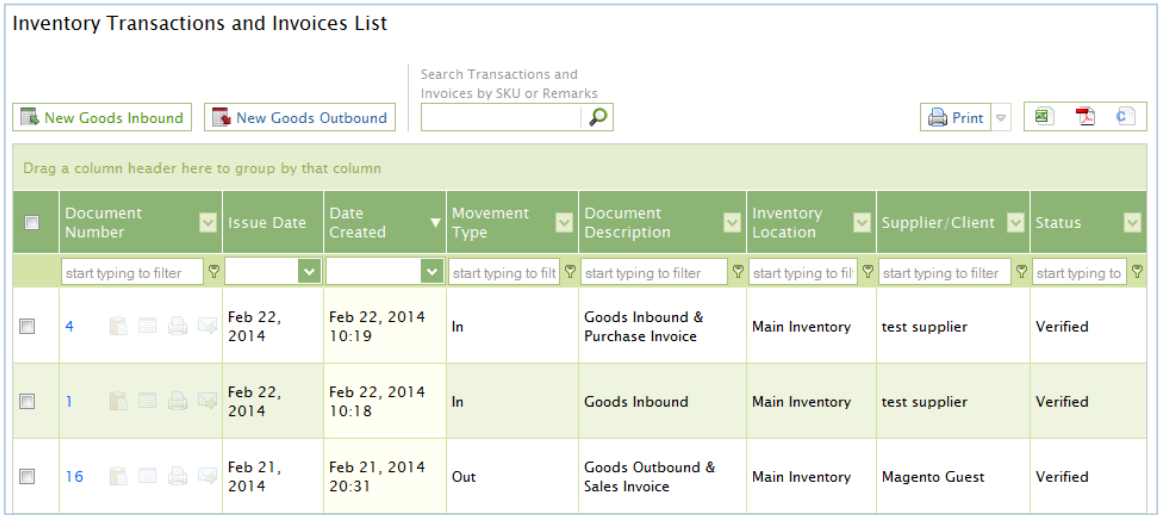

Inventory Transactions and Invoices List
Search Transactions and Invoices by SKU or Remarks
New Goods Inbound
New Goods Outbound
Print
Drag a column header here to group by that column
Document Number
Issue Date
Date Created
Movement Type
Document Description
Inventory Location
Supplier/Client
Status
4 Feb 22, 2014 Feb 22, 2014 10:19 In Goods Inbound & Purchase Invoice Main Inventory test supplier Verified
1 Feb 22, 2014 Feb 22, 2014 10:18 In Goods Inbound Main Inventory test supplier Verified
16 Feb 21, 2014 Feb 21, 2014 20:31 Out Goods Outbound & Sales Invoice Main Inventory Magento Guest Verified

Figure 82-List of Inventory Transactions & Invoices

The operation of each one of the predefined Document Types is described below.

Goods Inbound / Goods Inbound & Purchase Invoice

The two documents that receive products from a supplier are the Goods Inbound and the Goods Inbound & Purchase Invoice documents. Both share the same common interface. Adding such documents can be done directly by the Goods Inbound module or against a Purchase Order. [SEE RECEIVING AGAINST A PURCHASE ORDER]

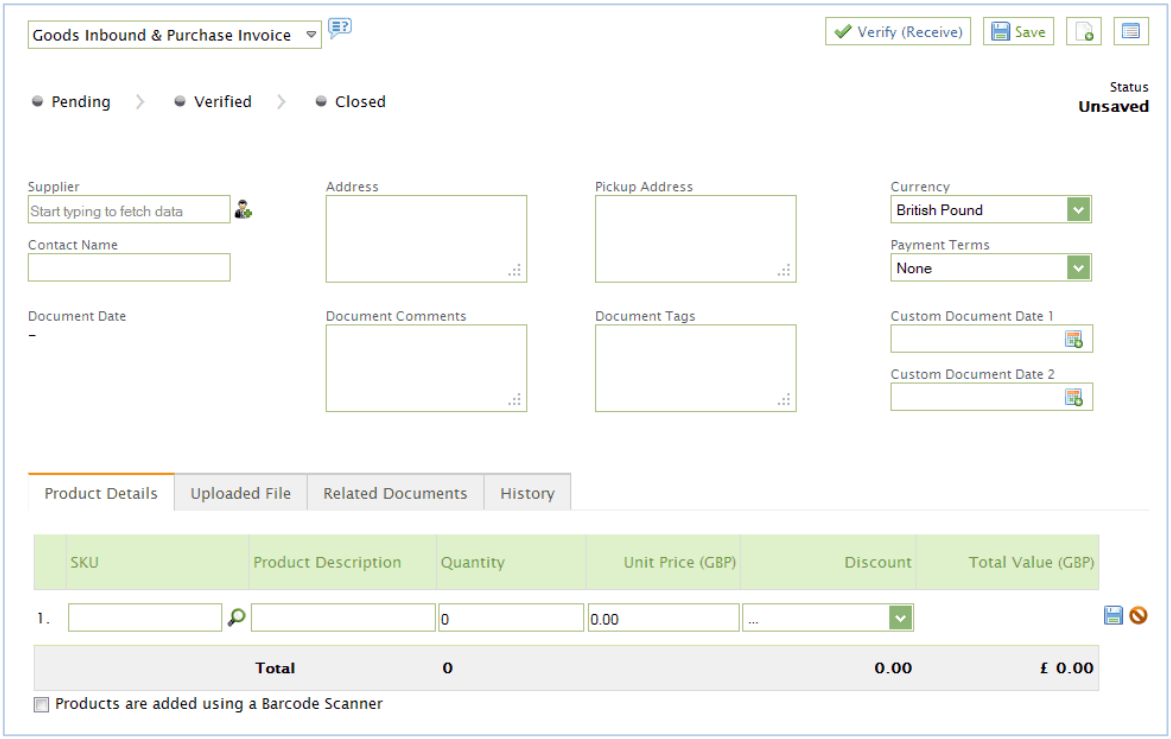


Figure 83-Adding a Goods Inbound or a Goods Inbound & Purchase Invoice document

In case the user chooses to use the Goods Inbound module, the choice of the document (either Goods Inbound or Goods Inbound & Purchase Invoice) is possible from the drop-down selection option. Then, adding the document to the account requires -at minimum- the setting of the *Supplier* and the insertion of at least one Product row in the *Product Details* form. The rest of the document header fields (such as the *Document Comments* or *Document Tags*) and the document tabs (for example the *Product Details* tab) are similar to those described in the Purchase Order document. See [ADDING A PURCHASE ORDER] for a full description.

The document can then be either saved as *Pending* (draft) or *Verified*. In case the document is saved as *Pending* it will be assigned a temporary id of the form "--" and will not have any

effect (no quantity changes) in the account other than that it remains saved for future work or for review (since the *Product Details* tab remains open for editing).

- ✓ A ***Pending*** document can be deleted from the account. This option lies under the extended options of the document. [SEE FIGURE 84-THE EXTENDED OPTIONS OF THE GOODS INBOUND DOCUMENT]

Alternatively, in case the document is *Verified*, it is assigned a number, the *Product Details* tab becomes non-editable and the user should choose an inventory location where products are received in. Verifying the document will immediately increase the quantity of those products included in the document.

- ✓ A ***Verified*** document cannot be reverted to ***Pending***.
- ✓ A ***Verified*** document cannot be deleted.
- ✓ A ***Verified*** document can be cancelled. This option lies under the extended options of the document. [SEE FIGURE 84-THE EXTENDED OPTIONS OF THE GOODS INBOUND DOCUMENT]
- ✓ Verifying a document is an irreversible action. Correcting a mistake in the ***Product Details*** form (for example a Product quantity or pricing mistake) can only be achieved by cancelling the whole document and adding it again in the account. The cancelled document will remain in the list and will retain its document number.

Once saved as *Pending* or *Verified*, the document can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Purchase Order. Similar to the Purchase Order, more printing/emailing options include printing a *Receipt List* for the document (print template to be used internally in the company which does not include supplier and product pricing information). [SEE PICKING SLIP & RECEIPT SLIP]

Extended Options

The extended options are common to all Document Types and appear under the *More* button.

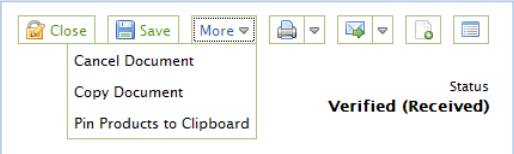


Figure 84-The extended options of the Goods Inbound Document

The *Cancel Document* operation reverts all the effects that were applied with the *Verified* operation. As such the stock -for the products included in the document- is increased and their unit cost is adjusted accordingly [SEE PRODUCT COSTING]. A cancelled document remains in the list for reference and retains its document number.

✓ Cancelling a document is an irreversible action.

The *Copy Document* operation creates a new document that is of the same Document type and is an exact copy -in terms of the document header details and Product Details- of the current one. The new document is created in the Pending state.

The *Pin Products to Clipboard* adds the products included in the document -together with their quantities- to the Clipboard. [SEE CLIPBOARD]

To conclude all the actions related to the Goods Inbound document, the user may mark it as *Closed*. A closed document cannot be cancelled and its header fields become non-editable.

✓ Closing a document is an irreversible action.

Goods Outbound / Goods Outbound & Sales Invoice

The two documents that ship products to a client are the Goods Outbound and the Goods Outbound & Sales Invoice documents. Both share the same common interface. Adding such documents can be done directly by creating the Goods Outbound document or against a sales order. [SEE SHIPPING AGAINST A SALES ORDER]

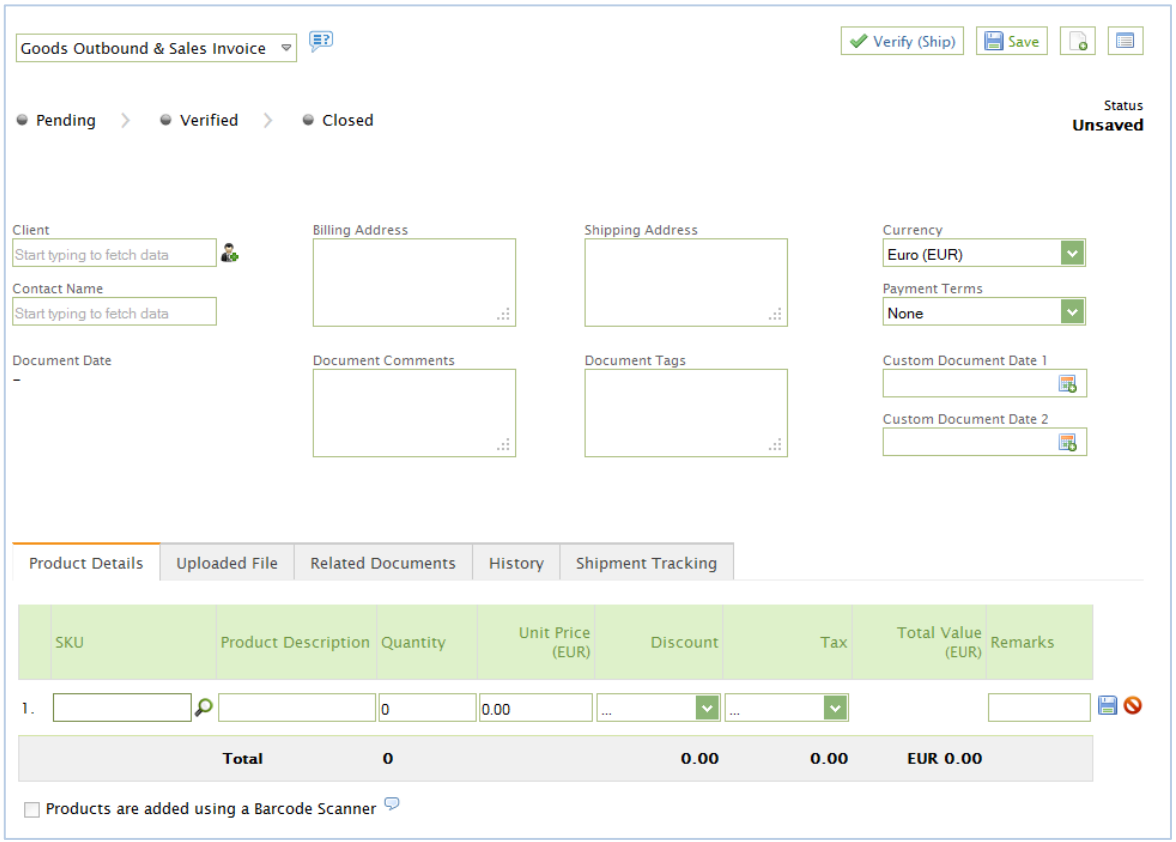


Figure 85-Adding a Goods Outbound or a Goods Outbound & Sales Invoice document

In case the user chooses to use the Goods Outbound module, the choice of the document (either *Goods Outbound* or *Goods Outbound & Purchase Invoice*) is possible from the drop-down selection option. Then, adding the document to the account requires -at minimum- the setting of the *Client* and the insertion of at least one Product row in the *Product Details* form. The rest of the document header fields (such as the *Document Comments* or *Document Tags*) and the document tabs (for example the *Product Details* tab) are similar to those described in the Sales Order document. See [ADDING A SALES ORDER] for a full description. An exception is the display of an extra *Shipment Tracking* tab which includes the tracking information (*Shipping Provider Name* and *Tracking ID*) of that shipment. [SEE SHIPMENT TRACKING]

The document can then be either saved as *Pending* (Draft) or *Verified*. In case the document is saved as *Pending* it will be assigned a temporary id of the form "--" and will not have any effect (no quantity changes) in the account other than that it remains saved for future work or for review (since the rows under the *Product Details* tab remains open for editing).

- ✓ A ***Pending*** document can be deleted from the account.

Alternatively, in case the document is *Verified*, the document is assigned a number, the *Product Details* tab becomes non-editable and the user should choose an *Inventory Location* where products are shipped from. Verifying the document will immediately reduce the quantity of those Products included in the document.

The user may also choose to set the *Shipping Provider Name* and the *Tracking ID* of the shipment [SEE SHIPPING PROVIDERS]. The tracking information will be then added to the *Shipping Tab* of the current document.

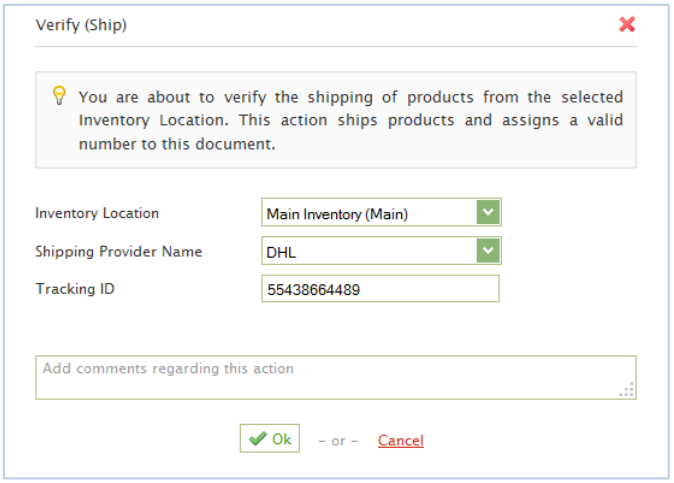

Verify (Ship)
You are about to verify the shipping of products from the selected Inventory Location. This action ships products and assigns a valid number to this document.
Inventory Location
Main Inventory (Main)
Shipping Provider Name
DHL
Tracking ID
55438664489
Add comments regarding this action
Ok
- or -
Cancel

Figure 86-Verify (Ship) a Goods Outbound document

- ✓ A ***Verified*** document cannot be reverted to ***Pending***.
- ✓ A ***Verified*** document cannot be deleted.
- ✓ A ***Verified*** document can be cancelled. This option lies under the extended options of the document. [SEE FIGURE 88-THE EXTENDED OPTIONS OF THE GOODS OUTBOUND DOCUMENT]
- ✓ Verifying a document is an irreversible action. Correcting a mistake in the ***Product Details*** form (for example a Product quantity or pricing mistake) can only be achieved by cancelling the whole document and adding it again in the account. The action of cancelling (voiding) a document reverts all the quantity/cost/revenues effects that were applied when the document was verified. The cancelled document will remain in the list and will retain its document number.

Once saved as *Pending* or *Verified*, the document can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Goods Outbound document. More printing/emailing options include printing a *Picking Slip*, a *Packing Slip* and a *Delivery Slip*. The *Picking* and *Packing Slips* are to be used internally and do not include client or product pricing information. The *Delivery Slip* includes the client information but does not include product pricing information. [SEE TABLE 1-COMPLIMENTATY PRINTOUT OPTIONS PER DOCUMENT TYPE]

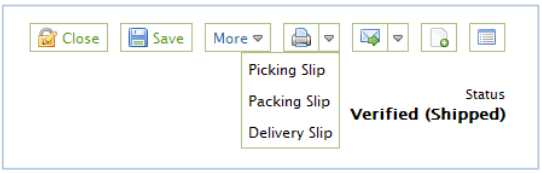


Figure 87-Print/Email options of the Goods Outbound document

Extended Options

The extended options are common to all Document Types and appear under the *More* button.

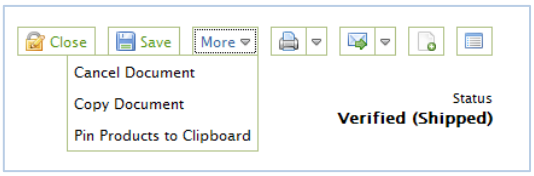


Figure 88-The extended options of the Goods Outbound Document

The *Cancel Document* operation reverts all the effects that were applied with the *Verified* operation. As such the stock -for the products included in the document- is decreased and their unit cost is adjusted accordingly [SEE PRODUCT COSTING]. A cancelled document remains in the list for reference and retains its document number.

- ✓ Cancelling a document is an irreversible action.

The *Copy Document* operation creates a new document that is of the same Document type and is an exact copy -in terms of the document header details and Product Details- of the current one. The new document is created in the Pending state.

The *Pin Products to Clipboard* adds the products included in the document -together with their quantities- to the Clipboard. [SEE CLIPBOARD]

To conclude all the actions related to the Goods Outbound document, the user may mark it as *Closed*. A closed document cannot be cancelled and its header fields become non-editable.

✓ Closing a document is an irreversible action.

Shipment Tracking

If a Shipping Provider [SEE SHIPPING PROVIDERS] and a Tracking ID has been has been provided, those are listed under the *Shipment Tracking* tab of the Goods Outbound document. Clicking the *Shipment Tracking* link will open up a new browser tab with the tracking information of the specific shipment.

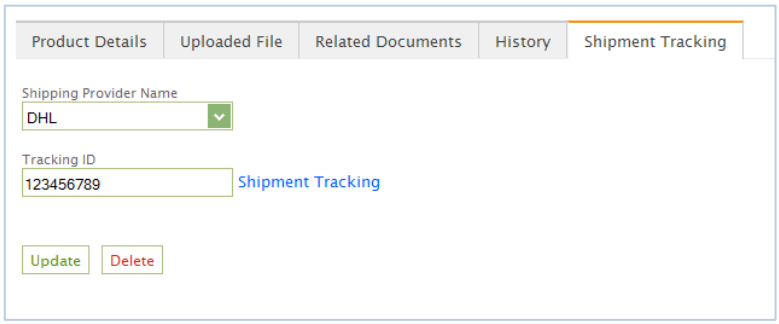


Figure 89-Shipment Tacking information

Purchase Invoice / Sales Invoice

Adding a Purchase Invoice to denote the purchase of received and un-invoiced products -or- adding a Sales Invoice to denote the sale of shipped and un-invoiced products is only possible against a partially or fully received Purchase Order (in the case of the Purchase

Invoice) and against a partially or fully shipped Sales Order (in the case of the Sales Invoice). [SEE RECEIVING AGAINST A PURCHASE ORDER AND SHIPPING AGAINST A SALES ORDER]

The extended options for the Purchase or Sales Invoice remain under the *More* button. For a description of these functions [SEE EXTENDED OPTIONS].

The Purchase or Sales Invoice can be *Closed* either by closing the parent Purchase/Sales Order document or independently. A closed document cannot be cancelled and its header fields become non-editable.

✓ Closing a document is an irreversible action.

Goods Transfer

The Goods Transfer document ships Products from one inventory location to another inventory location. This internal operation does not involve a client or a supplier. Adding a Goods Transfer document can only be done directly from the Goods Transfer module.

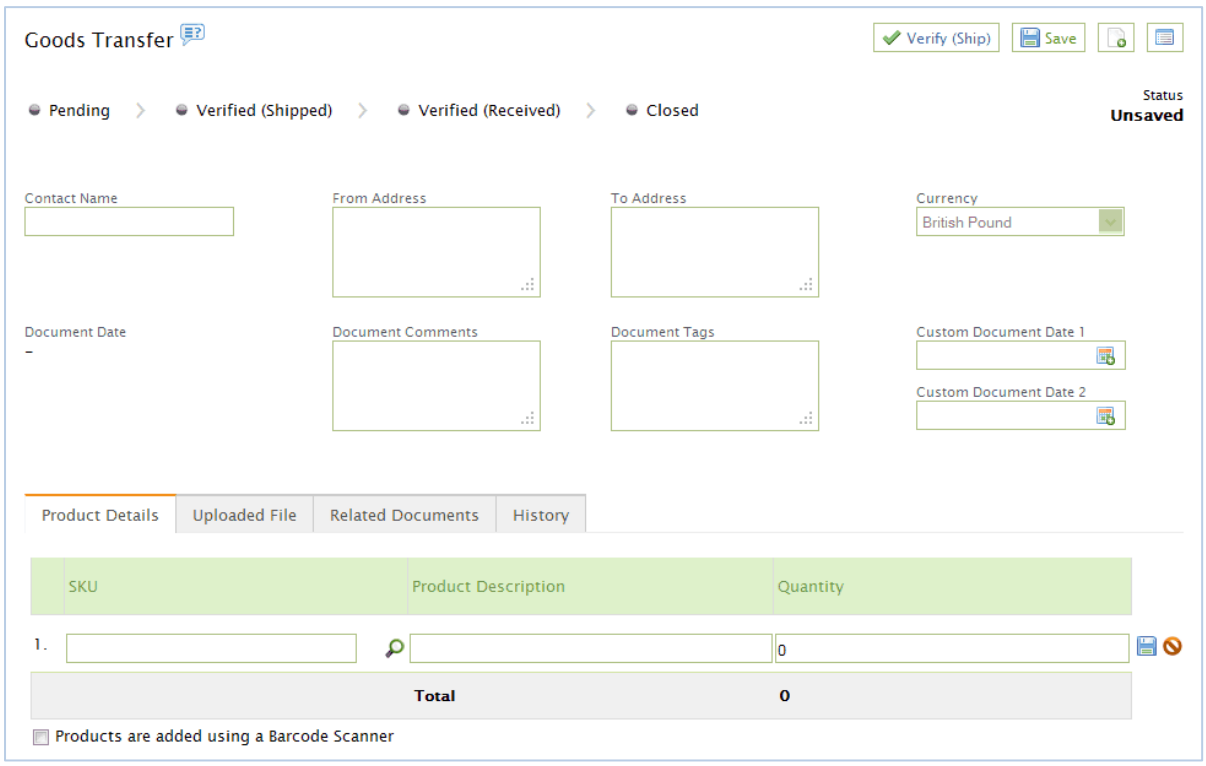


Figure 90-Adding a Goods Transfer document

Adding the Goods Transfer document to the account requires -at minimum- the insertion of at least one Product row in the *Product Details* form. The rest of the document header fields (such as the *Document Comments* or *Document Tags*) and the document tabs (for example the *Product Details* tab) are similar to those described in the Sales Order document. See [ADDING A SALES ORDER] for a full description.

The document can then be either saved as *Pending* (draft) or *Verified*. In case the document is saved as *Pending* it will be assigned a temporary id of the form "--" and will not have any effect (no quantity changes) in the account other than that it remains saved for future work or for review (since the rows under the *Product Details* tab remains open for editing).

When the products are physically shipped, the user should click the *Verify (ship)* option and select the *Inventory Location* where products are shipped from. This action will reduce the quantities of the products included in the Goods Transfer document from the shipping inventory location.

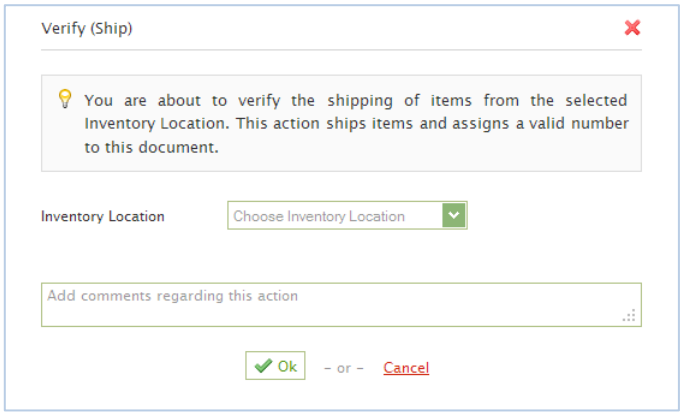

Verify (Ship)
You are about to verify the shipping of items from the selected Inventory Location. This action ships items and assigns a valid number to this document.
Inventory Location
Choose Inventory Location
Add comments regarding this action
Ok
- or -
Cancel

Figure 91-Shipping Products in a Goods Transfer document

In such a state (*Verified Shipped*), the products have been shipped but not received in the receiving inventory location. This quantity is added to the virtual 'In-Transit' inventory location. The product availability of the 'In-Transit' inventory location can be seen in the Availability Levels report. [SEE AVAILABILITY LEVELS REPORT].

When products are physically received in the receiving inventory location, the user should click the *Verify (Receive)* option of the Goods Transfer document and choose the receiving

inventory location. This action reduces the quantity from the virtual 'In-Transit' inventory location and increases the quantity in the receiving inventory location.

- ✓ A ***Verified*** Goods Transfer document cannot be reverted to ***Pending***.
- ✓ A ***Verified*** Goods Transfer document cannot be deleted.
- ✓ A ***Verified*** Goods Transfer document can be cancelled. This option lies under the extended options (under the ***More*** button) of the document.
- ✓ Verifying a Goods Transfer document is an irreversible action. Correcting a mistake in the ***Product Details*** form (for example a wrong Product quantity) can only be achieved by cancelling (voiding) the whole document and adding it again in the account. The action of cancelling a Goods Transfer document reverts all the quantity effects that were applied when the document was ***Verified*** (Shipped or Received). The cancelled Goods Transfer document will remain in the list and will retain its number.

Once saved as *Pending* or *Verified Shipped* or *Verified Received*, the document can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Goods Transfer document. More printing/emailing options include printing a *Picking Slip*, a *Packing Slip* and a *Delivery Slip*. The *Picking* and *Packing Slips* do not include the inventory location names. The *Delivery Slip* includes the inventory location names.

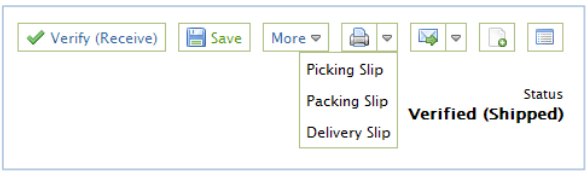


Figure 92-Print/Email options of the Goods Transfer document

The extended options for the Goods Transfer document remain under the *More* button. For a description of these functions [SEE EXTENDED OPTIONS].

To conclude all the actions related to the Goods Transfer document, the user may mark it as *Closed*. A closed document cannot be cancelled and its header fields become non-editable.

- ✓ Closing a Goods Transfer document is an irreversible action.

Return of Goods to Supplier / Return of Goods to Supplier & Credit

The two documents that handle returns of Products back to the supplier are the Return of Goods to Supplier and Return of Goods to Supplier & Credit documents. Both share the same common interface. Adding such documents can be done directly by the Return of Goods to Supplier module and requires a two-step process. The first step includes the selection of the Goods Inbound or Purchase Invoice document that was issues to receive the products in the inventory location of the company/organization of the Megaventory account.

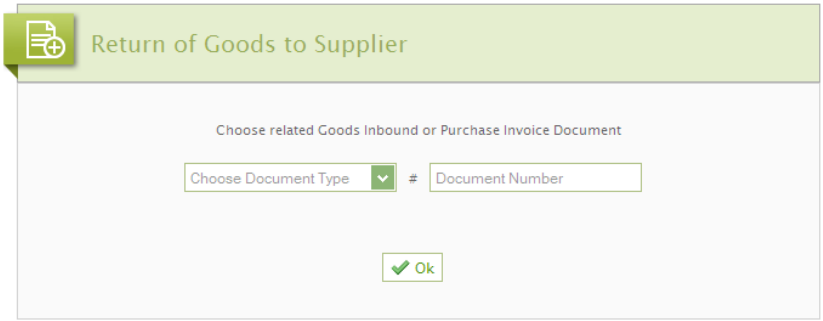


Figure 93-Step 1 of the Return of Goods to Supplier document

Once the *Document Type* and the *Document Number* is selected the system will automatically bring up the correct type of the return document which is a) the Return of Goods to Supplier if the return is against a Goods Inbound document -or- b) the Return of Goods to Supplier & Credit if the return is against a Purchase Invoice or a Goods Inbound & Purchase Invoice.

In the special case, where one or more Purchase Invoices have been issued against a Goods Inbound document, the Return of Goods to Supplier document has to be always issued against the Purchase Invoice. That will make sure that the value of the returned items will be appropriate credited to your company which has the correct effect on Purchase Reports.

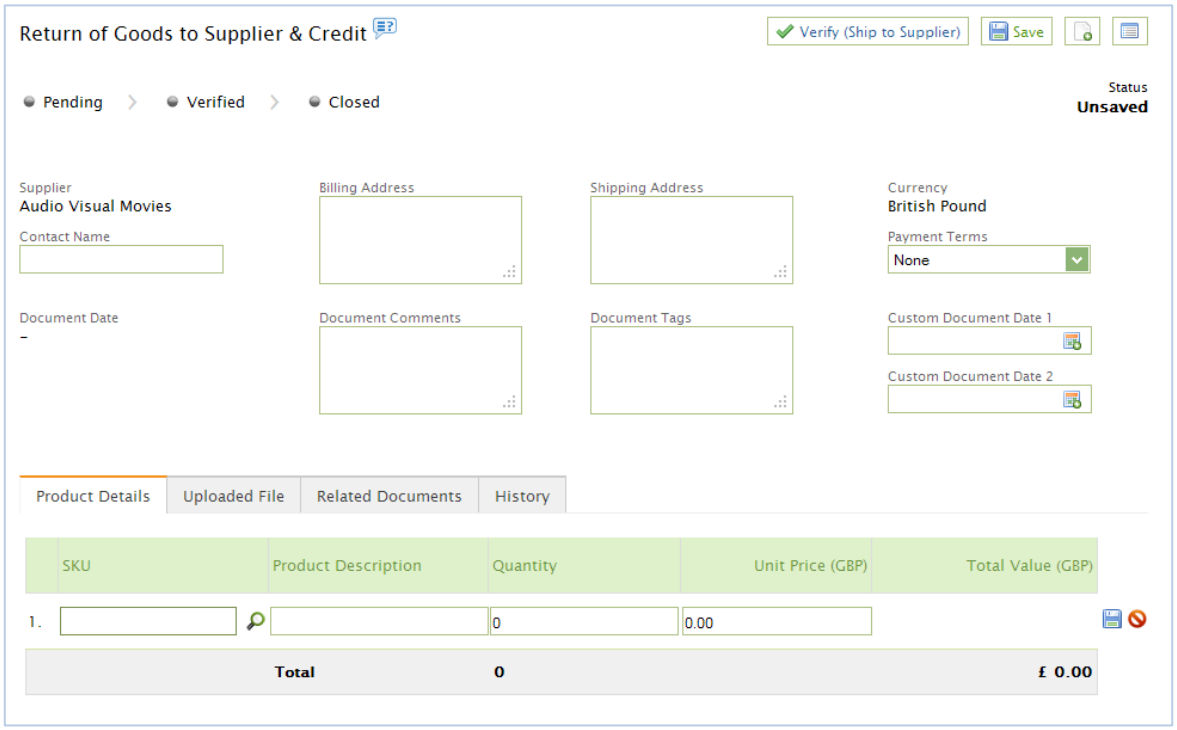


Figure 94-Step 2 of the Return of Goods to Supplier document

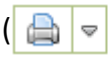
Adding the Goods Return document to the account requires -at minimum- the insertion of at least one Product row in the *Product Details* form. In case the document is a Return of Goods to Supplier & Credit, the *Unit Price* refers to the credit (per Product) that the supplier gives back to the company/organization of the Megaventory account. In the case of a full refund, it should match the *Unit Price* of the original Purchase Invoice document that this return document is issued against.

The document can be either saved as *Pending* (Draft) or *Verified*. In case the document is saved as *Pending* it will be assigned a temporary id of the form "--" and will not have any effect (no quantity changes) in the account other than that it remains saved for future work or for review (since the rows under the *Product Details* tab remains open for editing).

When products are physically shipped back to the supplier, the user should click the *Verify* option of the document and choose the shipping inventory location. This action reduces the quantity of the Products in the document in the shipping inventory location.

✓ A ***Verified*** Goods Return to Supplier document cannot be reverted to ***Pending***.

- ✓ With the Goods Return to Supplier document, the products may be shipped from another inventory location from the one that were originally received in.
- ✓ Verifying a Goods Return to Supplier document is an irreversible action. Correcting a mistake in the ***Product Details*** form (for example a wrong Product quantity or pricing details) can only be achieved by cancelling the whole document and adding it again in the account. The action of cancelling (voiding) a Goods Return to Supplier document reverts all the quantity effects that were applied when the document was verified. The cancelled Goods Return to Supplier document will remain in the documents list.

Once saved as *Pending* or *Verified*, the document can be printed or emailed by clicking the respective print/email icons ()at the header of the Goods Return document. More printing/emailing options include printing a *Picking Slip*, a *Packing Slip* and a *Delivery Slip*. The *Picking* and *Packing Slips* are to be used internally and do not include supplier or product pricing information. The *Delivery Slip* includes the supplier information but does not include product pricing information.

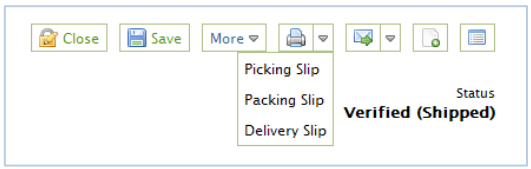


Figure 95-Print/Email options of the Goods Return to Supplier document

The extended options for the Goods Return to Supplier document remain under the *More* button. For a description of these functions [SEE EXTENDED OPTIONS].

To conclude all the actions related to the Goods Return to Supplier document, the user may mark it as *Closed*. A closed document cannot be cancelled and its header fields become non-editable.

- ✓ Closing a Goods Return to Supplier document is an irreversible action.

Return of Goods from Client / Return of Goods from Client & Credit

The two documents that handle returns of products from a client are the Return of Goods from Client and Return of Goods from Client & Credit documents. Both share the same common interface. Adding such documents can be done directly by the Return of Goods from Client module and requires a two-step process. The first step includes the selection of the Goods Outbound or Sales Invoice document that was issued to ship the products to the client.

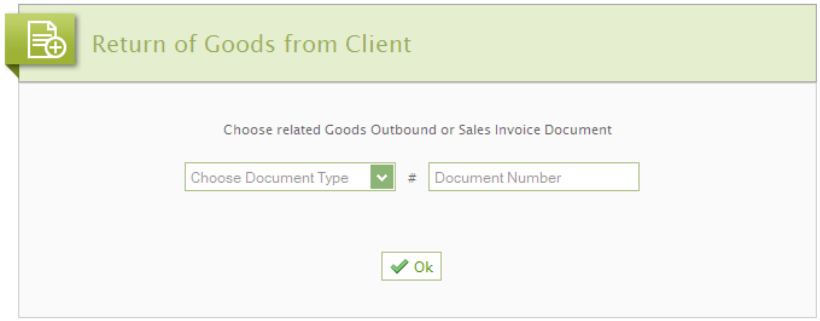


Figure 96-Step 1 of the Return of Goods from Client document

Once the *Document Type* and the *Document Number* are selected the system will automatically bring up the correct type of the return document which is a) the Return of Goods from Client if the return is against a Goods Outbound document -or- b) the Return of Goods from Client & Credit if the return is against a Sales Invoice or a Goods Outbound & Sales Invoice.

In the special case, where one or more Sales Invoices have been issued against a Goods Outbound document, the Return of Goods from Client document has to be always issued against the Sales Invoice. That will make sure that the value of the returned items will be appropriate credited to the client which has the correct effect on Sales Reports.

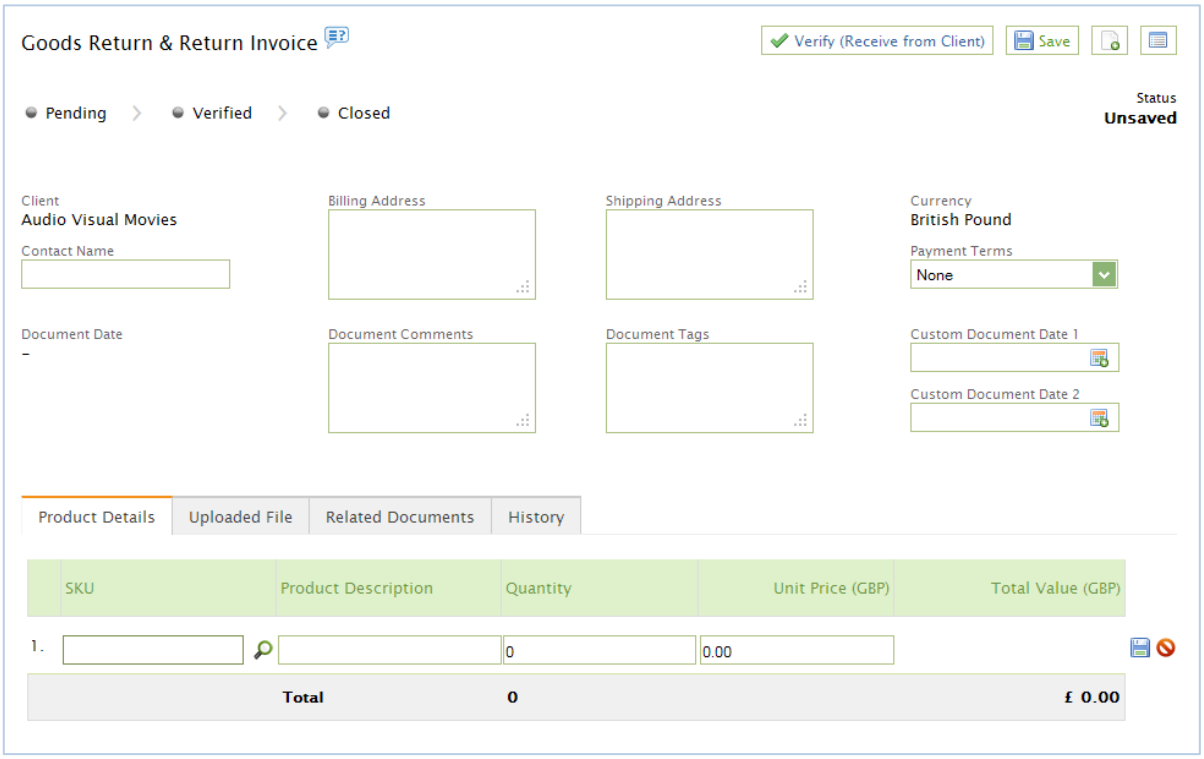


Figure 97-Step 2 of the Return of Goods from Client document

Adding the Goods Return document to the account requires -at minimum- the insertion of at least one Product row in the *Product Details* form. In case the document is a Return of Goods from Client & Credit, the *Unit Price* refers to the credit (per Product) that the company gives back to the client. In the case of a full refund, it should match the *Unit Price* of the original Sales Invoice document that this return document is issued against.

The document can be either saved as *Pending* (draft) or *Verified*. In case the document is saved as *Pending* it will be assigned a temporary id of the form "--" and will not have any effect (no quantity changes) in the account other than that it remains saved for future work or for review (since the rows under the *Product Details* tab remains open for editing).

When the products are physically received back from the client, the user should click the *Verify* option of the document and choose the receiving inventory location. This action increases the quantity of the products in the document in the receiving inventory location.

✓ A ***Verified*** Goods Return from Client document cannot be reverted to ***Pending***.

- ✓ With the Goods Return from Client document, the products may be received in another inventory location from the one that was originally shipped from.
- ✓ Verifying a Goods Return from Client document is an irreversible action. Correcting a mistake in the ***Product Details*** form (for example a wrong Product quantity or pricing details) can only be achieved by cancelling the whole document and adding it again in the account. The action of cancelling (voiding) a Goods Return document reverts all the quantity effects that were applied when the document was verified. The cancelled Goods Return from Client document will remain in the documents list.

Once saved as *Pending* or *Verified*, the document can be printed or emailed by clicking the respective print/email icons ( ) at the header of the Goods Return document. More printing/emailing options include printing a *Receipt Slip*, which is intended for internal use and does not include the client's came or product pricing information.

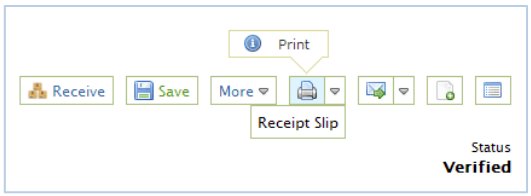


Figure 98-Print/Email options of the Goods Return from Client document

The extended options for the Goods Return from Client document remain under the *More* button. For a description of these functions [SEE EXTENDED OPTIONS].

To conclude all the actions related to the Goods Return from Client document, the user may mark it as *Closed*. A closed document cannot be cancelled and its header fields become non-editable.

- ✓ Closing a Goods Return from Client document is an irreversible action.

Adjustment Plus / Adjustment Minus

Adding an Adjustment Plus or an Adjustment Minus document can happen only in the context of an Inventory Taking operation [SEE INVENTORY TAKING (PHYSICAL INVENTORY)]. Both the documents are created in the *Closed* state and cannot be either cancelled or edited.

Works (manufacturing)

Overview

The *Works* module of Megaventory includes a set of processes that allow manufacturing of a finished good from raw materials. The raw materials required (Products and quantities) to manufacture one finished good is defined in the Bill of Materials of the finished good [SEE BILL OF MATERIALS]. The Works module may be enabled or disabled from the Account Setup module [SEE ACCOUNT SETUP] and uses its own set of user access permissions to allow adding and editing bills of materials and/or using the Works module in specific inventory locations. [SEE SETTING USER ACCESS PERMISSIONS]

Bill of Materials

The Bill of Materials is a list that includes a set of products and the product quantity per row and can be assigned only to products that are of type *Manufacture from Work Order*. Products that are included in a bill of materials may either be *Buy from Supplier* or can be *Manufacture from Work Order* Type of products. To create a bill of materials, the user may click on the *Manufacture from Work Order* link while in the *Products* module. [SEE FIGURE 99-FINISHED GOODS IN THE PRODUCTS MODULE].

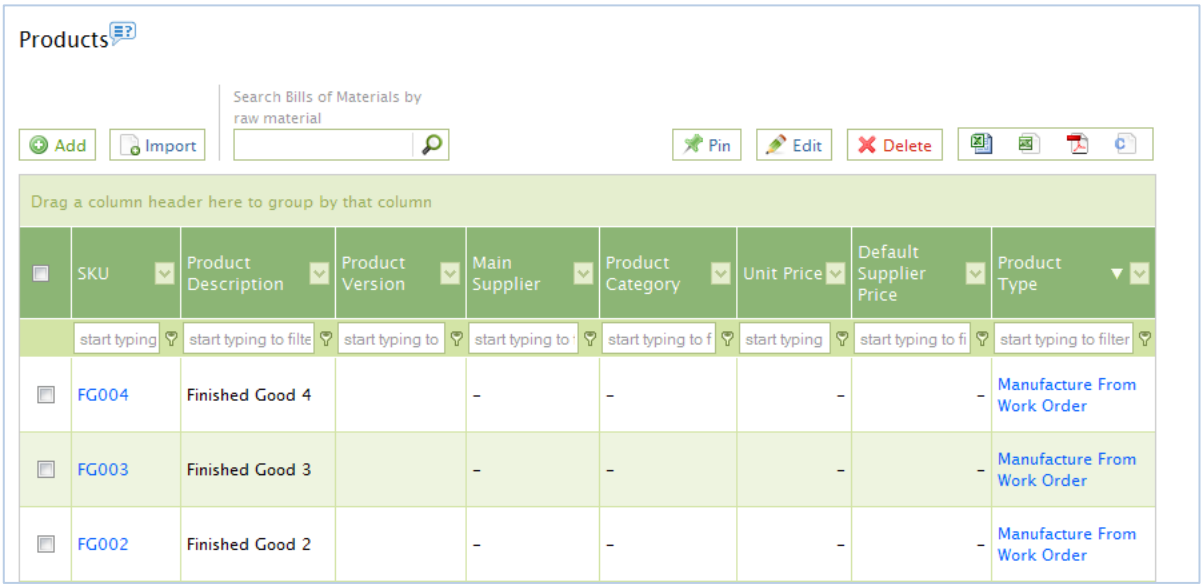


Figure 99-Finished Goods in the Products module

Clicking the *Manufacture from Work Order* option of a Product in the *Product Type* column brings up the Bill of Materials window for that Product.

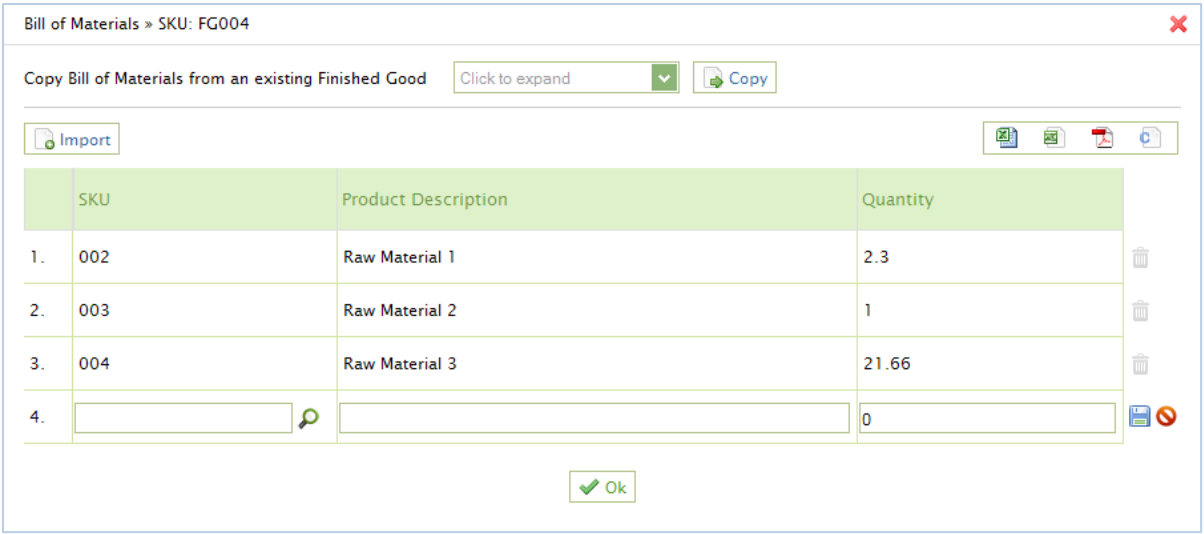


Figure 100-Bill of Materials of a product of type Manufactured from Work Order

To copy the Bill of Materials from an existing Finished Good Product, the user may select the Finished Good from the drop-down option and click *Copy*. This will populate the Bill of Materials with that of the selected Finished Good. This is handy in case the user wants to generate slightly different versions of a Finished Good (for example, with one or two different Raw Materials). In case the *Copy* option is not used, the user can start adding *SKU*

codes and *Quantity* in the Bill of Materials. To move on to the next row, the user may press the 'Tab' keyboard key or click the diskette icon ( ). A successful update will display a ticker icon ( ) next to the updated row. To discard changes of a row that is being edited, the cancel icon ( ) should be clicked. To delete a row, the trashcan icon ( ) should be clicked. Once the Bill of Materials is ready, the user should click the *Ok* option.

- ✓ Bills of Materials may also be added through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]
- ✓ The quantities of the components in the Bill of Materials should be set as to manufacture one (1) unit of the ***Finished Good*** Product. Manufacturing more quantities of the Finished Good can be set in the Work Order process. [SEE ADDING A WORK ORDER]
- ✓ The Bill of Materials of a Finished Good Product is editable unless a Work Order exists for that Finished Good.
- ✓ The Bill of Materials must be the same for all the Work Orders that will manufacture the same Finished Good. In case a slightly different Bill of Materials is needed, the user should create another -different- Finished Good Product and create the new slightly different Bill of Materials for it.
- ✓ This module is also accessible by the ***ProductBOMGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Bills of Materials

The *List of Bills of Materials* module lists only products that are of type *Manufacture from Work Order* or *Buy from Supplier or Manufacture from Work Order* together with their Bills of Materials. The module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns -that are related to the Finished Goods- may be shown or hidden.
- *Pin to Clipboard*: By selecting a set of Product rows using the checkboxes of the list, a user may Pin the Products (Finished Goods) to the Clipboard and quickly paste the Products inside a document. [SEE CLIPBOARD]
- *Export Products*: By selecting a set of Product rows using the checkboxes of the list, the user may export the visible columns of the list of the Finished Goods and their Bill of Materials in CSV, XLSX or PDF format.

To add a new Work Order from the *Bills of Materials* module, the *Work Order* option should be clicked. To update an existing Product, the *SKU* code of the respective Product -either Finished Good or Raw Material- should be clicked.

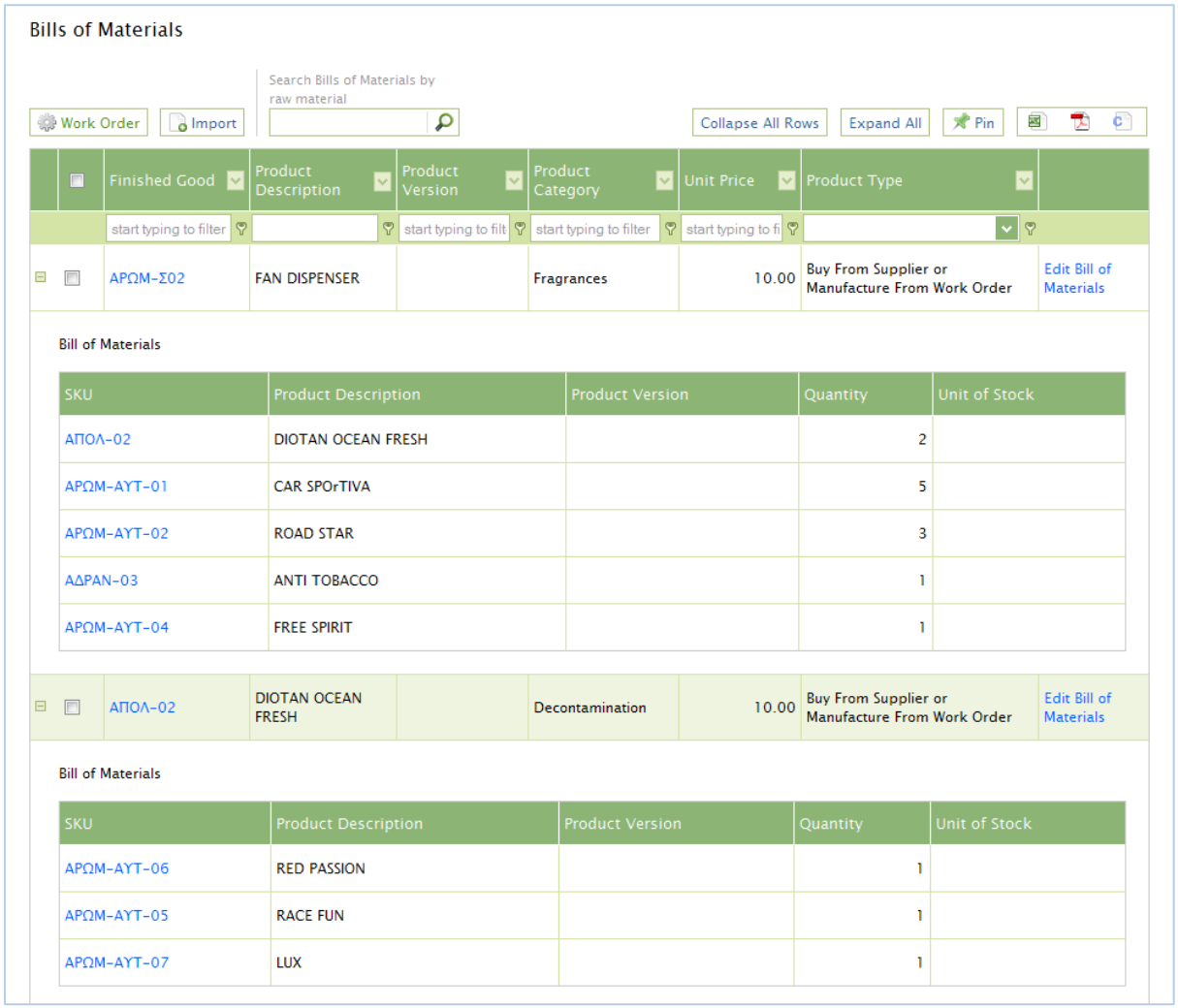


Figure 101-List of Bills of Materials

- ✓ This module is also accessible by the ***ProductBOMGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Work Order

The *Work Order* is a special document that handles the operations involved in the Works module of Megaventory. More specifically, the *Work Order* document handles:

- Allocation of raw materials (components/ingredients) from the inventory location where the work order started, to a virtual Work-in-Process inventory location
- Returns of raw materials from the virtual Work-in-Process inventory location to the inventory location where the work order started (for example, in case of defective raw materials)
- Receipt of Finished Goods in the inventory location where the work order started
- Deletion of Finished Goods receipts and re-entry of the associated raw materials in the virtual Work-In-Process inventory location

The Work Orders module provides the following features:

- *Choose Columns*: Clicking this option (below the work order list) brings up a window where specific columns may be shown or hidden.
- *Saved Reports*: Clicking this option brings up a window where the customized works reports can be accessed. [SEE CUSTOMIZING A REPORT AND WORKS REPORT]
- *Search Work Orders by Raw Material or Remarks*: By adding a *SKU* code (the raw material product) or a remarks text in the textbox and clicking the search icon ( ) the system searches through the product details of all the work orders of the account to fetch one or more work orders which include a *SKU* code or a *Remarks* field that matches the search criteria.
- *Print (Batch)*: By selecting a set of work orders using the checkboxes of the list, the user may select to print (

) multiple work orders with a single action.
- *Export Work Orders*: By selecting a set of work orders using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

To add a new work order the *Work Order* option should be clicked. To update an existing work order, the *Work Order Number* should be clicked.

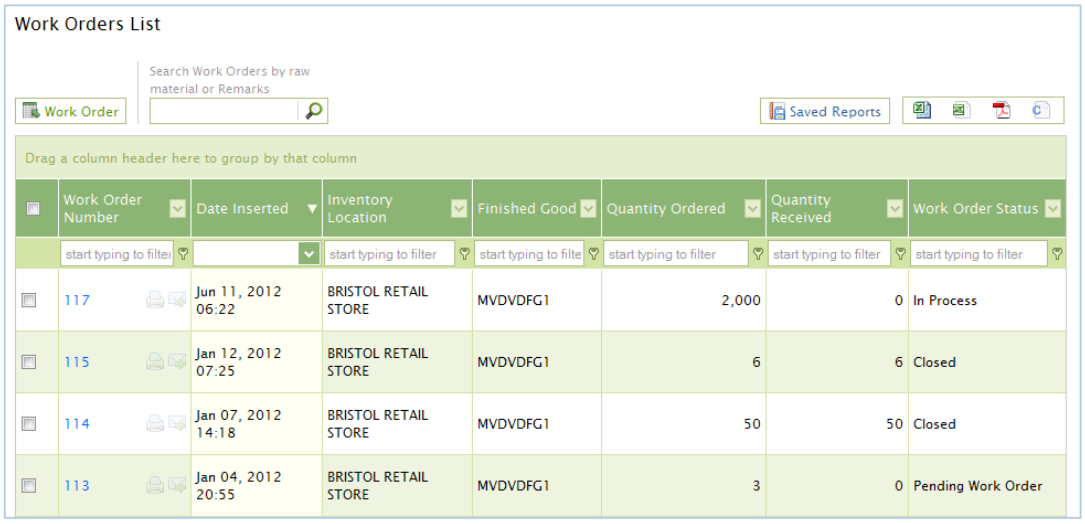

Work Orders List
Search Work Orders by raw material or Remarks
Work Order
Saved Reports
Drag a column header here to group by that column
Work Order Number
Date Inserted
Inventory Location
Finished Good
Quantity Ordered
Quantity Received
Work Order Status
start typing to filter
117 Jun 11, 2012 06:22 BRISTOL RETAIL STORE MVDVDFG1 2,000 0 In Process
115 Jan 12, 2012 07:25 BRISTOL RETAIL STORE MVDVDFG1 6 6 Closed
114 Jan 07, 2012 14:18 BRISTOL RETAIL STORE MVDVDFG1 50 50 Closed
113 Jan 04, 2012 20:55 BRISTOL RETAIL STORE MVDVDFG1 3 0 Pending Work Order

Figure 102-Work Orders

Adding a Work Order

Overview

The addition of a Work Order in the account is a two-step process. The first step includes the selection of the *Finished Good*, the *Inventory Location* that the Work Order starts in and the *Quantity Ordered* for manufacturing.

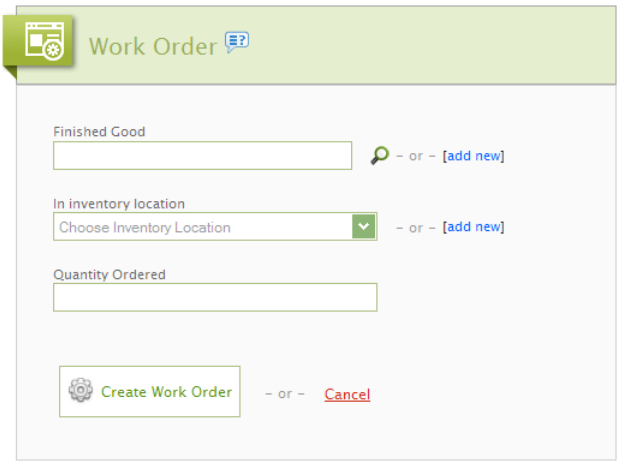


Figure 103-Step 1 of the Work Order process

The second step of the work order process includes all the options to start and conclude the work order.

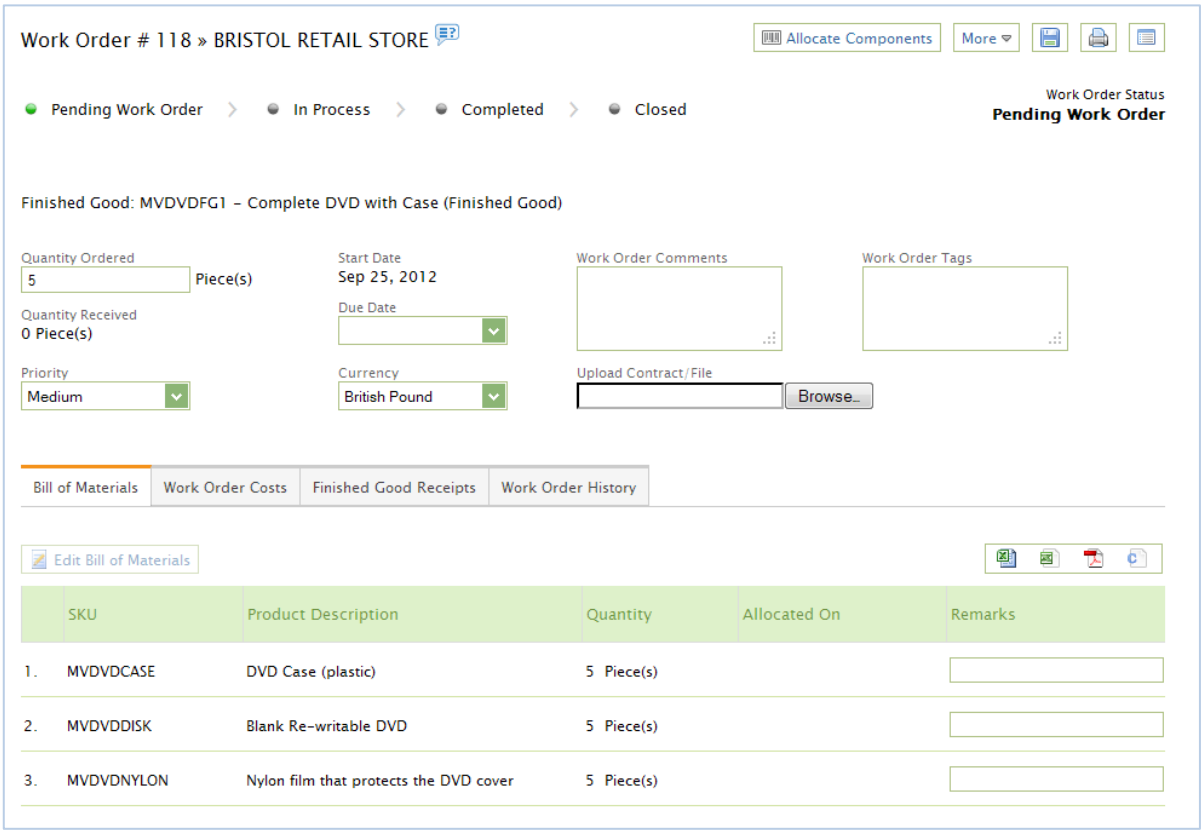


Figure 104-Step 2 of the Work Order process

The Work Order always starts at the *Pending Work Order* state. In this state, the user may change the Finished Good *Quantity Ordered* that was entered in step one of the Work Order process. [SEE FIGURE 103-STEP 1 OF THE WORK ORDER PROCESS]. The Bill of Materials can be edited and updated only if no other Work Orders exist for the same Finished Good.

- ✓ The Work Order may only be deleted when in the Pending state. [SEE EXTRA WORK ORDER OPTIONS (DELETE WORK ORDER, RETURN COMPONENTS AND CANCELLATION)]
- ✓ When the work order is created, the ***Non-received Quantity in Work Orders*** metric (that relates to the Finished Good SKU of the work order) increases according to the quantity of the Finished Good ordered in the work order. [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]
- ✓ When the work order is created, the ***Non-Allocated Quantity in Work Orders*** metric (that relates to the Raw Material SKUs of the work order) increases according to the quantity of the Finished Good ordered in the work order and its Bill of Materials. [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]

Allocating Components to the Work Order

The next step is to allocate components to the virtual Work-In-Process inventory location by clicking the *Allocate Components* option which will bring up the *Allocate Components* dialog window.

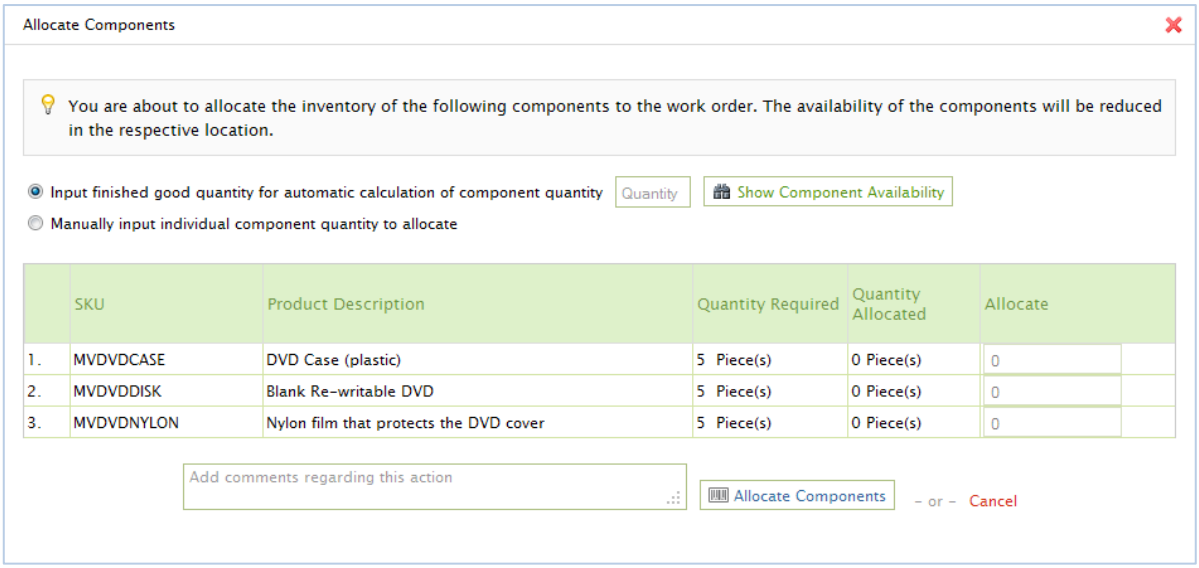

Allocate Components
You are about to allocate the inventory of the following components to the work order. The availability of the components will be reduced in the respective location.
Input finished good quantity for automatic calculation of component quantity
Quantity
Show Component Availability
Manually input individual component quantity to allocate
SKU
Product Description
Quantity Required
Quantity Allocated
Allocate
1. MVDVDCASE DVD Case (plastic) 5 Piece(s) 0 Piece(s) 0
2. MVDVDDISK Blank Re-writable DVD 5 Piece(s) 0 Piece(s) 0
3. MVDVDNYLON Nylon film that protects the DVD cover 5 Piece(s) 0 Piece(s) 0
Add comments regarding this action
Allocate Components
- or - Cancel

Figure 105-Allocating Components to the virtual Work-In-Process inventory location

The user has two options: a) *Input finished good quantity for automatic calculation of component quantity* or b) *Manually input individual component quantity to allocate*. In the first option the user should enter the quantity of the Finished Good to manufacture (should be less that the *Ordered Quantity* of the work order) and click *Show Component Availability* to start the calculation of the Raw Material quantity that needs to go into the virtual Work-In-Process inventory location to manufacture the quantity of the Finished Good entered. In the second option, the user may allocate manually Raw Material quantity to the virtual Work-In-Process inventory location.

- ✓ Allocating Raw Materials (components) quantity reduces the Quantity of the Raw Material products in the inventory location of the Work Order and increases the quantity of the Raw Material products in the virtual Work-In-Process inventory location.

Receiving Finished Goods from the Work Order

After the component allocation, the work order Status becomes *In Process* and the user may click the Receive Finished Goods option.

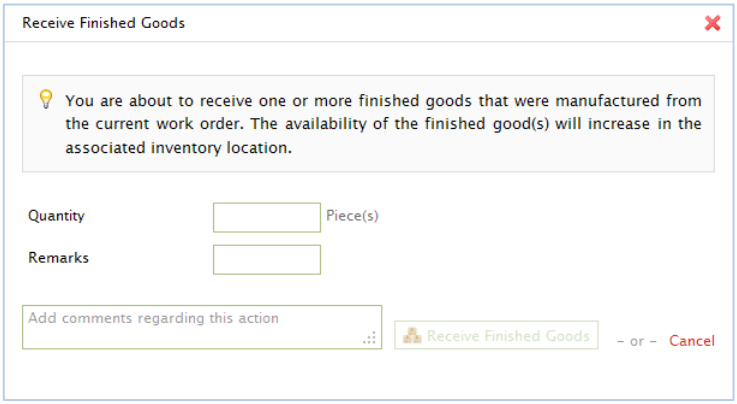

Receive Finished Goods
You are about to receive one or more finished goods that were manufactured from the current work order. The availability of the finished good(s) will increase in the associated inventory location.
Quantity
Piece(s)
Remarks
Add comments regarding this action
Receive Finished Goods
- or -
Cancel

Figure 106-Receiving Finished Goods from the Work Order

In the *Receive Finished Goods* dialog window, the user should enter the *Quantity* of the Finished Good to receive. If the *Remarks* field is added, these notes will be copied to the remarks field of the Finished Good Receipt document that this operation automatically creates [SEE PREDEFINED DOCUMENT TYPES]. All the Finished Good Receipt documents are listed under the *Finished Good Receipts* tab of the Work Order.

- ✓ Receiving Finished Good quantity increases the Quantity of the Finished Good product in the inventory location of the Work Order.
- ✓ Deleting a Finished Goods Receipt will reduce the quantity of the Finished Good in the inventory location of the Work Order and will increase the quantity (according to the bill of materials of the Finished Good) of Raw Materials in the virtual Work-In-Process inventory location.
- ✓ Deleting a Finished Good Receipt document is possible by clicking the trashcan icon next to the Finished Good receipt and under the ***Finished Good Receipts*** tab of the Work Order.

In case the *Quantity Received* is less that the *Ordered Quantity*, the Work Order status will be set as *In Process - Partially Completed*. If the *Quantity Received* is equal to the *Ordered Quantity* the Work Order status will be set as *Completed*.

Closing the Work Order

If the Work Order is either in *In Process - Partially Completed* or *Completed* state a user may *Close* the Work Order. That action states that no more Finished Goods will be received from the Work Order. In case the status of the Work Order is *In Process - Partially Completed*, the Close Work Oder dialog includes two options.

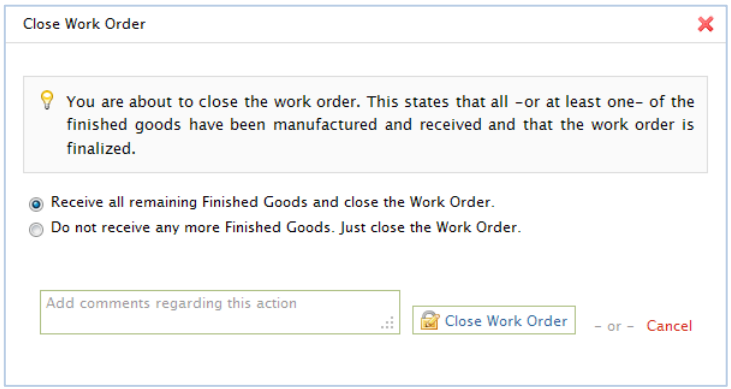

Close Work Order
You are about to close the work order. This states that all –or at least one– of the finished goods have been manufactured and received and that the work order is finalized.
Receive all remaining Finished Goods and close the Work Order.
Do not receive any more Finished Goods. Just close the Work Order.
Add comments regarding this action
Close Work Order
– or –
Cancel

Figure 107-Closing the Work Order

The 1st option will automatically *Receive all remaining Finished Goods and close the Work Order*. The 2nd option will *not receive any more Finished Goods and will just close the Work Order*.

- ✓ Closing the Work Order without receiving the remaining Finished Goods will also return back to the inventory location those components that are still in the virtual Work-In-Process inventory location. This means that the quantity of the Components will increase in the inventory location of the Work Order according to the remaining quantity of the Finished Good and the bill of materials of the Finished Good.

Extra Work Order Options (Delete Work Order, Return Components and Cancellation)

Extra Work Order options include the *Delete Work Order*, *Return Components* and *Cancel Work Order* options which may be found under the *More* option of the Work Order. The *Delete Work Order* option is only available when the Work Order is in the Pending status.

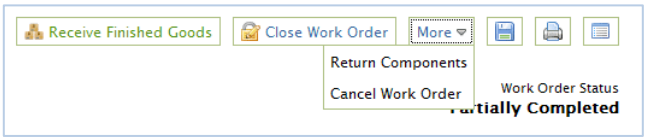


Figure 108-The Return Components and Cancel Work Order options

A user may *Return Components* back from the virtual Work-In-Process inventory location to the Work Order inventory location. This option should be chosen -for example- in the case of defective components and can be found under the *More* options of the Work Order.

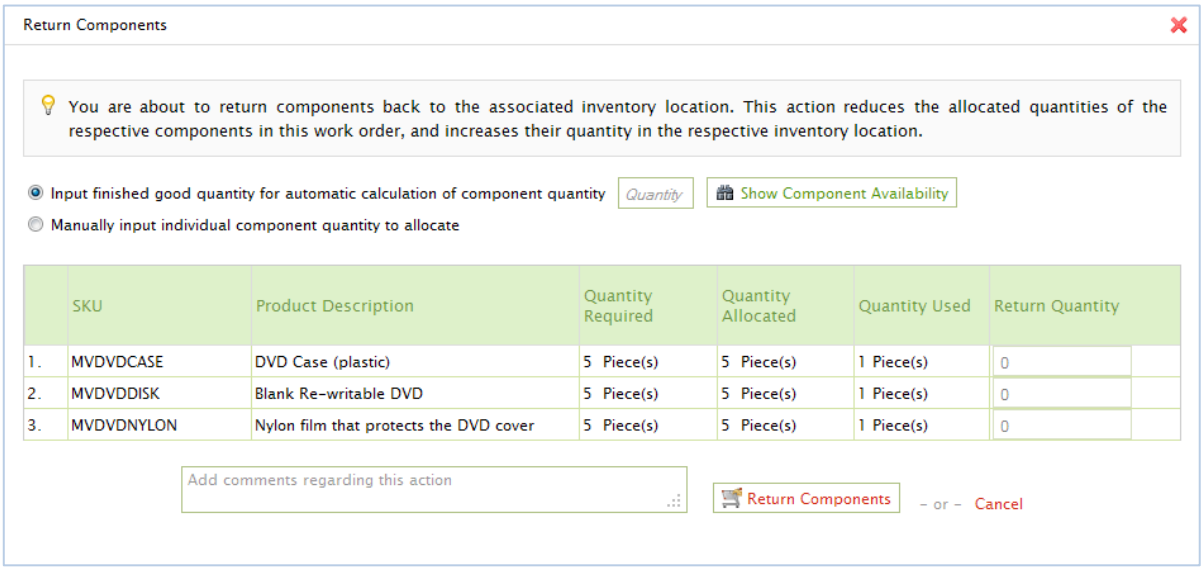

Return Components
You are about to return components back to the associated inventory location. This action reduces the allocated quantities of the respective components in this work order, and increases their quantity in the respective inventory location.
Input finished good quantity for automatic calculation of component quantity
Quantity
Show Component Availability
Manually input individual component quantity to allocate
SKU
Product Description
Quantity Required
Quantity Allocated
Quantity Used
Return Quantity
1. MVDVDCASE DVD Case (plastic) 5 Piece(s) 5 Piece(s) 1 Piece(s) 0
2. MVDVDDISK Blank Re-writable DVD 5 Piece(s) 5 Piece(s) 1 Piece(s) 0
3. MVDVDNYLON Nylon film that protects the DVD cover 5 Piece(s) 5 Piece(s) 1 Piece(s) 0
Add comments regarding this action
Return Components
- or - Cancel

Figure 109-Returning allocated components back to the inventory location

Similar to the Allocate Components process [SEE ALLOCATING COMPONENTS TO THE WORK ORDER], the user has two options: a) *Input finished good quantity for automatic calculation of component quantity* or b) *Manually input individual component quantity to allocate*. In the first option the user should enter the quantity of the Finished Good and click *Show Component Availability* to start the calculation of the Raw Material quantity to go back into the inventory location of the Work Order. In the second option, the user may return manually Raw Material quantity to the inventory location of the Work Order.

A user may *Cancel the Work Order* and dismantle the Finished Goods (if already manufactured) back to their components: Finished Good availability will be reduced in the inventory location of the Work Order and component availability will increase according to

the bill of materials of the Finished Good. No labor or overheads cost can be assigned to the *Cancel Work Order* operation.

Work Order Costs

A user may add labor and overhead costs to a Work Order. To view these options, the *Work Order Costs* tab should be clicked []. Under this tab, a user may also see the *Components Cost* and the *Received Finished Goods Cost*. The labor and overhead costs will be added to the cost of the total received finished goods.

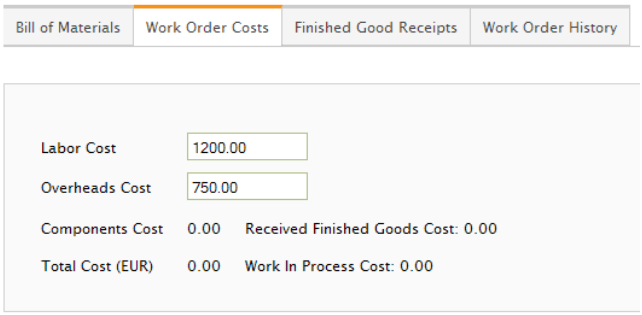


Figure 110-Work Order Costs

Work Order Printout Template

Printing of a Work Order is possible by clicking the printer icon (🖨) in the Work Order header. The template of the Work Order includes the *Quantity* (Ordered) and the *Quantity Allocated* already in the Work Order.

megafilms (fictional)

Work Order #118
Finished Good: MVDVDFG1 - Complete DVD with Case (Finished Good)
Inventory Location: BRISTOL RETAIL STORE

Company: MegaFilms
Address: 44 Avon Way
City: Colchester
Zip: CO43SQ
Country: UNITED KINGDOM

Quantity Ordered: 5
Quantity Received: 1
Start Date: Sep 25, 2012

Bill of Materials:

#	Product Description	Quantity	Quantity Allocated	Remarks
1	DVD Case (plastic)	5 Piece(s)	5	
2	Blank Re-writable DVD	5 Piece(s)	5	
3	Nylon film that protects the DVD cover	5 Piece(s)	5	
	Quantity (Total)	15	15	

Work Order

Work Order Comments:

Print this Page | e-mail | Print Options | - or - | Cancel

Figure 111-Work Order printout

Inventory Management

On Hand Inventory, Sub-locations & Stock alerts

The On-Hand Inventory and Alerts module is a multifunctional module that can be used to perform the following operations:

- Check physical quantity per SKU per inventory location
- Check non-shipped quantity in Sales Orders per SKU per inventory location. This is quantity that is expected to be shipped to clients. It will be displayed only if the Ordering module is enabled in the account. [SEE ACCOUNT SETUP]
- Check non-Allocated quantity (of Raw Materials) in Work Orders per SKU per inventory location. This is quantity that is expected to be allocated to Work Orders. It will be displayed only if the Works module is enabled in the account. [SEE ACCOUNT SETUP]
- Check non-Received quantity in Purchase Orders per SKU per inventory location. This is quantity that is expected to be received from suppliers. It will be displayed only if the Ordering module is enabled in the account. [SEE ACCOUNT SETUP]
- Check non-Received quantity (of Finished Goods) in Work Orders per SKU per inventory location. This is quantity that is expected to be received from Work Orders. It will be displayed only if the Works module is enabled in the account. [SEE Account Setup]
- Set stock alert levels per SKU per inventory location
- Set sub-locations (bin-locations) per SKU per inventory location
- Display only the products that need to be ordered from the supplier (physical quantity plus non-Received quantity in Purchase or Work Orders minus the non-shipped quantity in Sales Orders is less than the stock alert levels)

The *On-Hand Inventory & Alerts* module provides the following features:

- *Choose Columns*: Clicking this option (below the list) brings up a window where specific columns may be shown or hidden.
- *Search by SKU*: By adding a *SKU* code in the textbox and clicking *Search*, the system fetches only one row of that specific SKU.
- *Pin to Clipboard*: By selecting a set of Products using the checkboxes of the list, a user may Pin the Products to the Clipboard and quickly paste the Products inside a document. [SEE CLIPBOARD]
- *Export On-Hand Inventory & Alerts*: By selecting a set of Work Orders using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

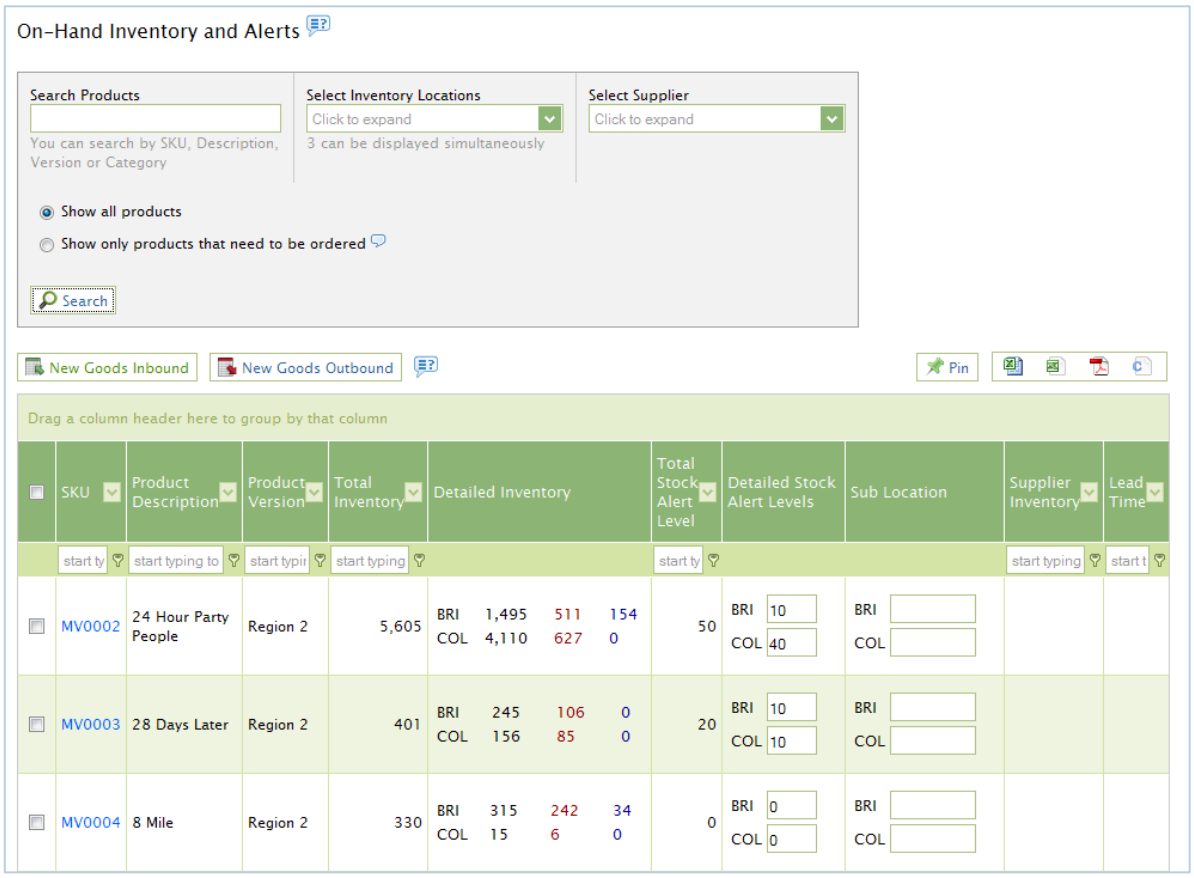

On-Hand Inventory and Alerts
Search Products
You can search by SKU, Description, Version or Category
Select Inventory Locations
Click to expand
3 can be displayed simultaneously
Select Supplier
Click to expand
Show all products
Show only products that need to be ordered
Search
New Goods Inbound
New Goods Outbound
Pin
Drag a column header here to group by that column
SKU
Product Description
Product Version
Total Inventory
Detailed Inventory
Total Stock Alert Level
Detailed Stock Alert Levels
Sub Location
Supplier Inventory
Lead Time
MV0002 24 Hour Party People Region 2 5,605 BRI 1,495 511 154 COL 4,110 627 0 50 BRI 10 COL 40
MV0003 28 Days Later Region 2 401 BRI 245 106 0 COL 156 85 0 20 BRI 10 COL 10
MV0004 8 Mile Region 2 330 BRI 315 242 34 COL 15 6 0 0 BRI 0 COL 0

Figure 112-OnHand Inventory and Alerts

To populate the *Detailed Stock Alert Levels* and the *Sub Location* columns, the user should select one or more inventory locations from the *Select Inventory Locations* drop-down option and then click *Search*. In case only one inventory location exists in the account, the

Detailed Stock Alert Levels and *Sub Location* columns are by default pre-populated to display only information related to this inventory location.

To set stock alert levels, a user may start typing directly inside the alert level textbox of the respective inventory location. A successful update of an alert level figure shows a ticker icon (✔) next to the updated figure.

To set the sub Location (bin Location) of a SKU inside an inventory location, a user may start typing directly inside the sub Location textbox of the respective inventory location. A successful update of a sub Location text shows a ticker icon (✔) next to the updated textbox.

When the *Show Only Products that need to be Ordered* option is chosen then list is populated only with those products that fulfill the following condition: inventory quantity plus the non-received quantity in Purchase Orders plus the non-received quantity in Work Orders (if the Works Module is enabled) minus the non-shipped quantity in Sales Orders is less than the Stock Alert level.

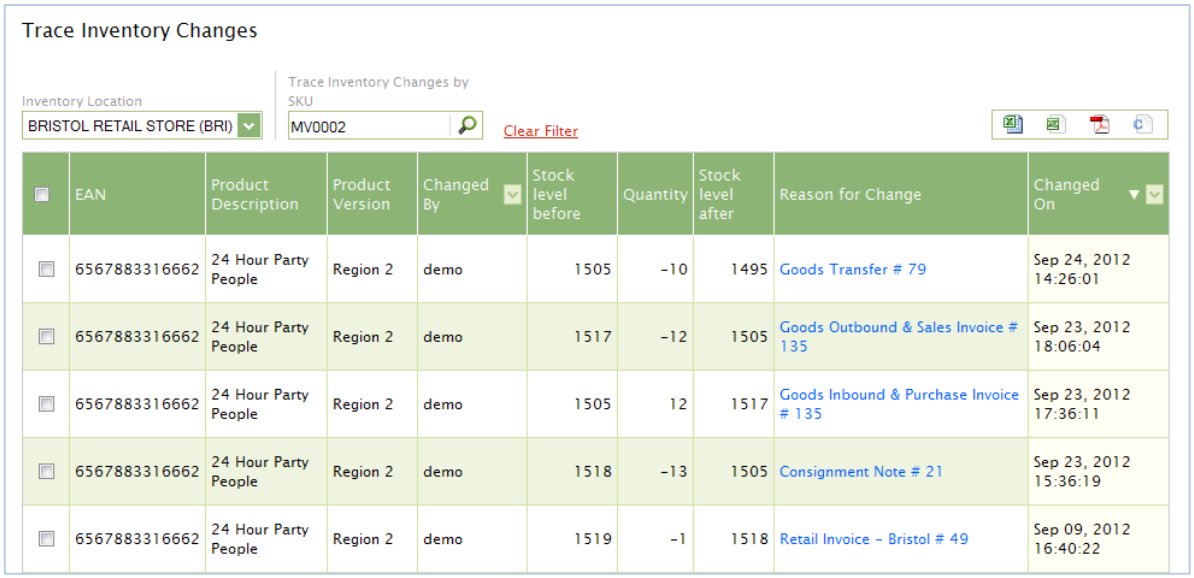
A user may use the *Show Only Products that need to be Ordered* option to list only those products that need to be ordered/purchased by their supplier. Then, these products can be pinned to the Clipboard and subsequently pasted to a Purchase Order document [SEE CLIPBOARD]. The product quantities added in such a case will be equal to the quantities needed to un-list each pinned product from the *Show Only Products that need to be Ordered* list.

- ✓ This Module is also accessible by the ***InventoryLocationStockGet*** API function. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/
- ✓ Stock alerts and sub-location information may also be added and/or updated through the Data Import module. [SEE DATA IMPORT IN MEGAVENTORY]
- ✓ The visibility of products in the ***On-Hand Inventory & Alerts*** module depends on the extended user access permissions for suppliers for the ***On-Hand Inventory & Alerts*** module. [SEE USERS AND USER ACCESS PERMISSIONS]

Trace Inventory Changes

The *Trace Inventory Changes* module can be used to track down the movements of a particular SKU in an inventory location.

By selecting a set of rows using the checkboxes of the list, a user may export the visible columns in CSV, XLSX or PDF format by clicking the respective icon.



EAN	Product Description	Product Version	Changed By	Stock level before	Quantity	Stock level after	Reason for Change	Changed On
6567883316662	24 Hour Party People	Region 2	demo	1505	-10	1495	Goods Transfer # 79	Sep 24, 2012 14:26:01
6567883316662	24 Hour Party People	Region 2	demo	1517	-12	1505	Goods Outbound & Sales Invoice # 135	Sep 23, 2012 18:06:04
6567883316662	24 Hour Party People	Region 2	demo	1505	12	1517	Goods Inbound & Purchase Invoice # 135	Sep 23, 2012 17:36:11
6567883316662	24 Hour Party People	Region 2	demo	1518	-13	1505	Consignment Note # 21	Sep 23, 2012 15:36:19
6567883316662	24 Hour Party People	Region 2	demo	1519	-1	1518	Retail Invoice - Bristol # 49	Sep 09, 2012 16:40:22

Figure 113-Trace Inventory Changes of a SKU in an inventory location

To populate the data of the Trace Inventory Changes module the user should select an inventory location from the *Inventory Location* drop-down option, add a *SKU* code and then click the search icon (🔍). Megaventory will then display all associated issued Inventory Transaction documents (Goods inbound or Outbound, Transfers & Returns) that the chosen SKU was included in, together with the associated availability and the exact date and time of the issue of the Inventory Transaction document.

Supplier Inventory

The *Supplier Inventory* module is a multifunctional module that can be used to perform the following operations for those Products that have been assigned a supplier [SEE PRODUCT SUPPLIERS]

- Check and set the *Product Availability* per SKU of the supplier selected
- Check and Set the *Supplier Purchase Price* per SKU of the supplier selected
- Check and Set the *Supplier SKU* per SKU of the supplier selected
- Check and Set the *Product Description of the Supplier* per SKU
- Check and Set the *Product Lead Time* per SKU of the supplier selected
- Check and Set the Expected Date or the *Product Lead Time* (in case the *Product Lead Time* is set to *Exact Date*) per SKU of the supplier selected

The *Supplier Inventory* module provides the following features:

- *Update Product Availability*: By selecting a set of products using the checkboxes of the list, a user may set the same *Product Availability* to the selected products by clicking the *Update* option. This can be used for example, in case the selected products share the same *Product Availability*.
- *Update Lead Time*: By selecting a set of products using the checkboxes of the list, a user may set the same *Lead Time* to the selected products by clicking the *Update* option. This can be used for example, in case the selected products share the same *Lead Time*.
- *Pin to Clipboard*: By selecting a set of products using the checkboxes of the list, a user may pin the products to the clipboard and quickly paste the products inside a document. [SEE CLIPBOARD]
- *Export Supplier Inventory*: By selecting a set of products using the checkboxes of the list, the user may export the visible columns in CSV, XLSX or PDF format.

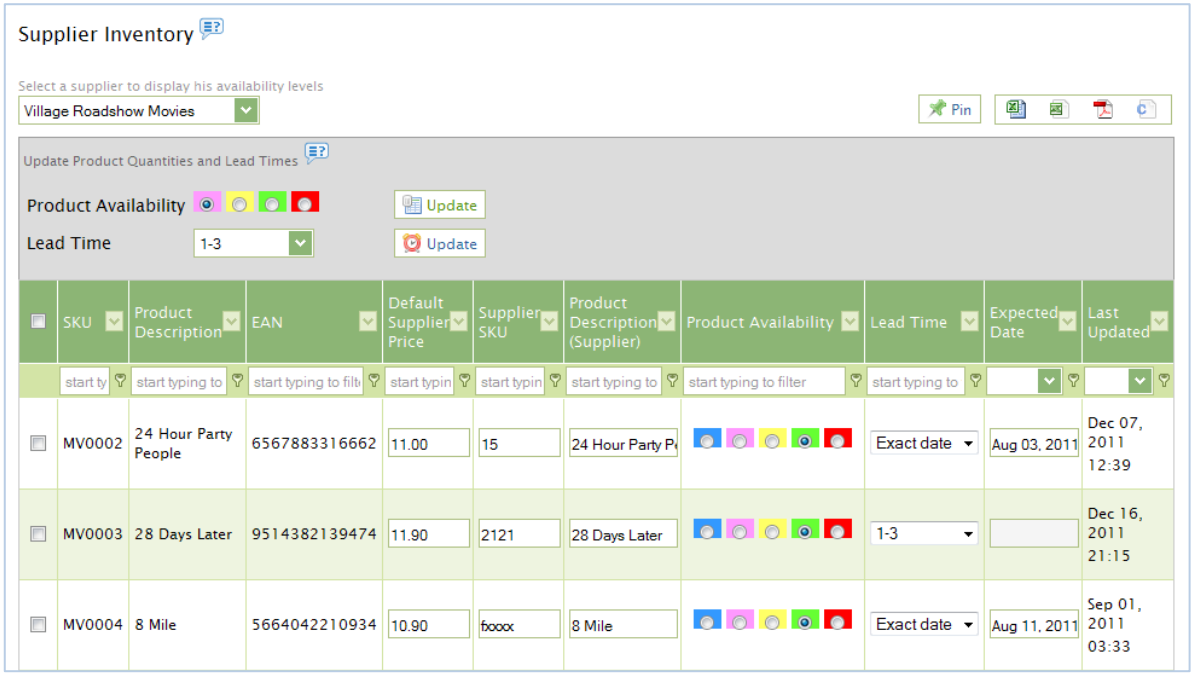


Figure 114-Supplier Inventory

To populate the list, the user should select a supplier from the drop-down option. To change any field (such as the *Supplier Purchase Price*), a user may start typing directly inside the respective field. A successful update of the field shows a ticker icon (✔) next to the *Last Updated* figure.

✓ This Module is also accessible by the ***SupplierStockGet*** and ***SupplierStockUpdate*** API functions. For more, visit HTTPS://API.MEGAVENTORY.COM/V1/

Supplier Purchase Price

A product may be associated to one or more suppliers [SEE PRODUCT SUPPLIERS] and be assigned a *Supplier Purchase Price* for each supplier. This price can be used as a *base price* in a purchasing Pricing Rule [SEE PRICING RULES].

✓ The ***Supplier Purchase Price*** is entered as an absolute value of the main currency of the account.

Supplier SKU

A product may be assigned a supplier SKU for each supplier that is assigned to. Adding the supplier SKU -in the SKU field of the *Product Details* area- while creating a Goods Inbound document or a Purchase Order will fetch the related product in the product row. [SEE PURCHASE ORDERS, SALES QUOTES AND SALES ORDERS]

Inventory Taking (Physical Inventory)

Overview

The *Inventory Taking* module is used to adjust the inventory quantities in the Megaventory account to match with those of an actual physical count. The same module is used to log the Initial Quantities of products in each inventory location and is often used as the first step after a full or partial *Database Reset* [SEE DATABASE RESET] and before going ahead with live/production data and day-to-day issue of documents with Megaventory. The three-step process starts by selecting an inventory location.

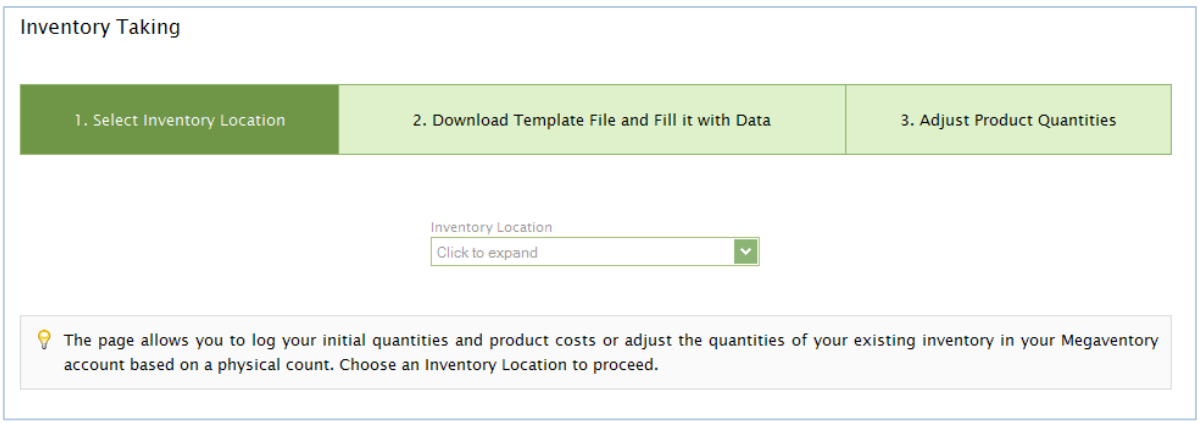

Inventory Taking
1. Select Inventory Location
2. Download Template File and Fill it with Data
3. Adjust Product Quantities
Inventory Location
Click to expand
The page allows you to log your initial quantities and product costs or adjust the quantities of your existing inventory in your Megaventory account based on a physical count. Choose an Inventory Location to proceed.

Figure 115-Step 1 of the Inventory Taking module

In case there are no Goods Inbound documents in the selected inventory location then, the second step operation will require setting the Initial Quantities in the selected inventory location. In case there are Goods Inbound documents in the selected inventory location

then, the second step operation will prompt the user for the download of the *Adjust Product Quantities* spreadsheet. [SEE INVENTORY ADJUSTMENT]

Initial Quantities

Setting the initial quantities of the products in each inventory location should be the first step before going into production with live data. The process begins by downloading a spreadsheet file which comes prepopulated with all the products that are already defined in the account. To download the file, one should click on the Excel icon.

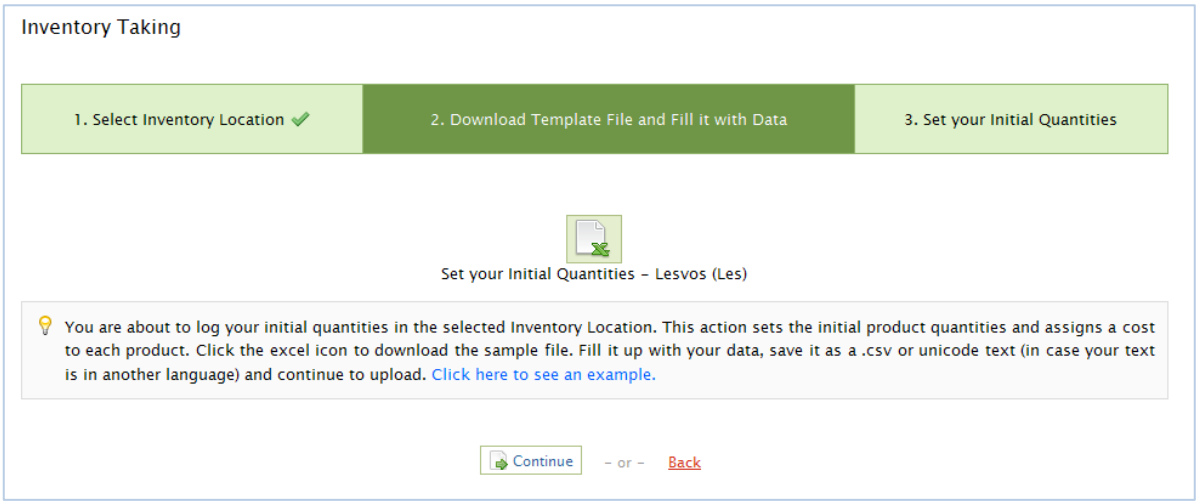

Inventory Taking
1. Select Inventory Location
2. Download Template File and Fill it with Data
3. Set your Initial Quantities
Set your Initial Quantities – Lesvos (Les)
You are about to log your initial quantities in the selected Inventory Location. This action sets the initial product quantities and assigns a cost to each product. Click the excel icon to download the sample file. Fill it up with your data, save it as a .csv or unicode text (in case your text is in another language) and continue to upload. Click here to see an example.
Continue
– or –
Back

Figure 116-Setting Initial Quantities in the Inventory Taking module

In the example of [FIGURE 117-EXAMPLE OF THE INITIAL QUANTITIES SPREADSHEET] only the green-colored columns (*Quantity*, *Unit Cost* and *Remarks*) should be filled-in. In case some Products have zero quantity, those rows can be deleted from the file -or- a zero (0) can be entered in the *Quantity* field. The Unit Cost is entered at the main default currency that is defined in the account [SEE CURRENCIES]. The *Remarks* field is optional.

	A	B	C	D	E	F	G	H
1	Product Category	Product Description	SKU	EAN	Unit of Stock	Quantity - Chios(Chios)	Unit Cost (based on average cost) (GBP)	Remarks
2	(No Category)	Dummy Product Description 1	001	5060033952504	Unit(s)	2	11	
3	(No Category)	Dummy Product Description 2	002	5060033952507	Unit(s)	3	12.9	
4	(No Category)	Dummy Product Description 3	003	5060033952503	Unit(s)	5	11.9	
5	(No Category)	Dummy Product Description 4	004	5060033952524	Unit(s)	1	9.9	
6	(No Category)	Dummy Product Description 5	005	5060033952564	Unit(s)	0	0	
7	(No Category)	Dummy Product Description 6	006	5060033952584	Unit(s)	0	0	
8	(No Category)	Dummy Product Description 7	007	5060033952511	Unit(s)	4	45	
9	(No Category)	Dummy Product Description 8	008	5060033952512	Unit(s)	5	10	
10	(No Category)	Dummy Product Description 9	009	5060033952513	Unit(s)	2	10	
11	(No Category)	Dummy Product Description	010	5060033952514	Unit(s)	5	11	
12	(No Category)	Dummy Product Description	011	5060033952554	Unit(s)	102	5	
13	(No Category)	Dummy Product Description	012	5060033952551	Unit(s)	35	11	
14	(No Category)	Dummy Product Description	013	5060033952552	Unit(s)	23	99	
15	(No Category)	Dummy Product Description	014	5060033952553	Unit(s)	2	164.99	
16	(No Category)	Dummy Product Description	015	5060033952554	Unit(s)	66	5	

Figure 117-Example of the Initial Quantities spreadsheet

After finishing with filling in the information, the user should save the file as '*CSV (Comma delimited)*'.

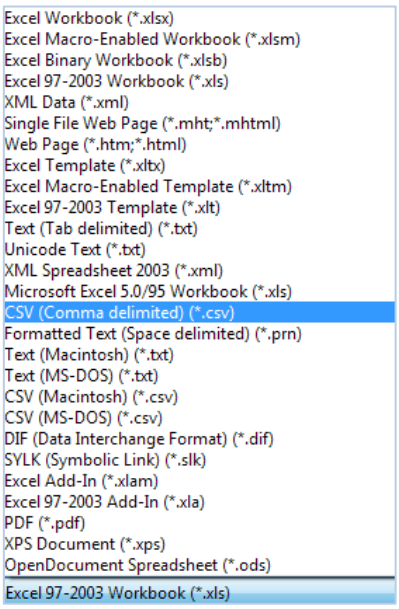


Figure 118-Saving as CSV or Unicode TXT

In case the file contains Unicode characters (for example Chinese, Greek, Arabic etc. characters) then the file should be saved as '*Unicode text (txt)*' instead. That will preserve the extra information that is present in such non-single byte characters.

After saving the spreadsheet (Google docs, open office, MS excel) file locally in the computer, the file may be selected by clicking the *Browse* option and uploaded by clicking the *Begin Import* option. Once the file is uploaded, the quantities and inventory value will be updated in the inventory location that was selected in step 1 [SEE FIGURE 115-STEP 1 OF THE INVENTORY TAKING MODULE] by the automatic creation of an *Adjustment Plus* document. [SEE ADJUSTMENT PLUS / ADJUSTMENT MINUS]

Inventory Adjustment

Adjusting the quantities of an inventory location should be performed in case there is discrepancy between the quantities in Megaventory and the physical quantities.

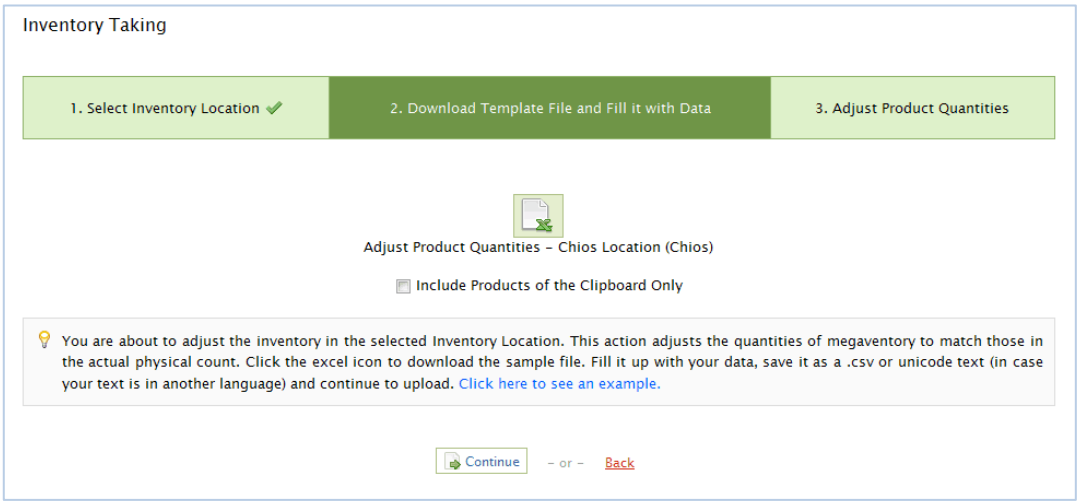

Inventory Taking
1. Select Inventory Location
2. Download Template File and Fill it with Data
3. Adjust Product Quantities
Adjust Product Quantities – Chios Location (Chios)
Include Products of the Clipboard Only
You are about to adjust the inventory in the selected Inventory Location. This action adjusts the quantities of megaventory to match those in the actual physical count. Click the excel icon to download the sample file. Fill it up with your data, save it as a .csv or unicode text (in case your text is in another language) and continue to upload. Click here to see an example.
Continue
– or –
Back

Figure 119-Inventory adjustments in the Inventory Taking module

- ✓ If the ***Include Products of the Clipboard Only*** option is checked, then, the Inventory Adjustment Spreadsheet will include only those products that are currently in the Clipboard [SEE CLIPBOARD]. This feature is handy when the user wishes to adjust the quantity of a few products only rather than all the products of the account.

In the example of [FIGURE 120-EXAMPLE OF THE INVENTORY ADJUSTMENT SPREADSHEET] only the green-colored columns (*Physical Count Quantity*, *Unit Cost* and *Remarks*) should be filled-in. In case the *Current Megaventory Quantity* for a Product matches the *Physical Count Quantity* for that Product, the row can be optionally deleted from the spreadsheet file. The

Unit Cost is entered at the main default currency that is defined in the account [SEE CURRENCIES] and only in the case in which the *Physical Count Quantity* is greater than the *Current Megaventory Quantity*. In case the *Physical Count Quantity* is lesser than the *Current Megaventory Quantity*, the current Product unit cost [SEE PRODUCT COSTING] is used to reduce the Product quantity. The *Remarks* field is optional.

	A	B	C	D	E	F	G	H	I
1	Product Category	Product Description	SKU	EAN	Unit of Stock	Current Megaventory Quantity - Chios Location (Chios)	Physical Count Quantity - Chios Location (Chios)	Unit Cost (based on average cost) (GBP)	Remarks
2	(No Category)	Dummy Product Description 1	001	5060033952504	Unit(s)	2	2		
3	(No Category)	Dummy Product Description 2	002	5060033952507	Unit(s)	3	3		
4	(No Category)	Dummy Product Description 3	003	5060033952503	Unit(s)	5	5		
5	(No Category)	Dummy Product Description 4	004	5060033952524	Unit(s)	1	2	5.99	
6	(No Category)	Dummy Product Description 5	005	5060033952564	Unit(s)	0	0		
7	(No Category)	Dummy Product Description 6	006	5060033952584	Unit(s)	0	0		
8	(No Category)	Dummy Product Description 7	007	5060033952511	Unit(s)	4	5	13.5	
9	(No Category)	Dummy Product Description 8	008	5060033952512	Unit(s)	5	5		
10	(No Category)	Dummy Product Description 9	009	5060033952513	Unit(s)	2	2		
11	(No Category)	Dummy Product Description 10	010	5060033952514	Unit(s)	5	5		
12	(No Category)	Dummy Product Description 11	011	5060033952554	Unit(s)	102	102		
13	(No Category)	Dummy Product Description 12	012	5060033952551	Unit(s)	35	35		
14	(No Category)	Dummy Product Description 13	013	5060033952552	Unit(s)	23	23		
15	(No Category)	Dummy Product Description 14	014	5060033952553	Unit(s)	2	2		
16	(No Category)	Dummy Product Description 15	015	5060033952554	Unit(s)	66	66		

Figure 120-Example of the Inventory Adjustment spreadsheet

To upload the file, the user should follow the same procedure as in the Initial Quantities case [SEE FIGURE 118-SAVING AS CSV OR UNICODE TXT]. After uploading the file in the account, the system creates two documents: an *Adjustment Plus* to increase the Megaventory quantity to match the quantity of the physical count and an *Adjustment Minus* to reduce the Megaventory quantity to match the quantity of the physical count. [SEE ADJUSTMENT PLUS / ADJUSTMENT MINUS]

- ✓ Since the download of the spreadsheet file (step 2 in the Inventory Taking process) contains quantity/availability information for the selected inventory location, ***the user permissions for step 2 of the Inventory Taking module are inherited from the Inventory (On-Hand Inventory and Alerts) module***. Since the upload of the spreadsheet file (step 3 in the Inventory Taking process) adjusts quantity and costs for the selected Inventory Location, ***the user permissions for step 3 of the Inventory Taking module are inherited from the Documents (Inventory Transactions and Invoices)*** module. [SEE SETTING USER ACCESS PERMISSIONS]

Reporting

Reports

Overview

A Megaventory report is a dynamically generated table that provides options for applying filters, showing/hiding report fields and customizing the display of the table's columns and rows.

Customizing a report

The following options can be used to customize a report:

- A user may click on any tab to change sorting (ascending/descending) of figures in the report displayed. A sorted field is recognized by the sort icon (△).
- A filter can be applied by clicking on the filter icon ( ) and then selecting the entities to display by checking/unchecking the appropriate checkboxes. An applied filter is displayed with an orange color ( ). This means that only a subset is of figures is displayed in the report.

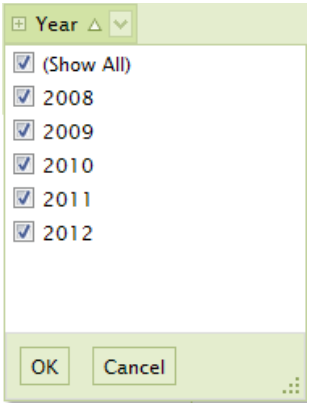


Figure 121-Filtering in reports

- A user may click on the minus (⊟) or plus (⊞) icons that are present on some fields to contract or expand connected contents
- Dragging and dropping specific fields to the column area to re-arrange the display of columns is also supported. Two positioning arrows appear in place to denote that the field can be dropped.

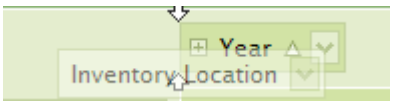


Figure 122-Dragging/Dropping fields in reports

- A user may click on a data cell to obtain further information regarding the figures shown (data drilldown). This option supported in the Products Movements report [SEE PRODUCTS MOVEMENT REPORT], the Purchases Report [SEE PURCHASES REPORT], the Sales Report [SEE SALES REPORT], the Sales and Purchase Order reports [SEE PURCHASE ORDER REPORT AND SALES ORDER REPORT] and the Works report [SEE WORKS REPORT].
- A user may click the calendar filter to choose to display only the figures related to *Today*, *Yesterday*, the *Last Seven Days to Date*, the P*revious Week*, the *Current Month*, the *Previous Month*, the *Current Quarter*, the *Previous Quarter*, the *current Year* and the *Previous Year*.

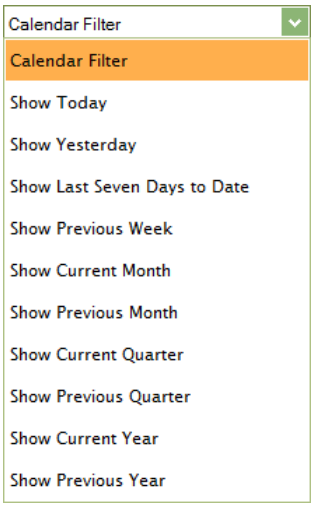


Figure 123-Calendar option in reports

- A user may click on the show adjustment documents filter (available in the Product Movements report only) to choose to include or not Adjustment Plus or Adjustment Minus documents in the report. [SEE ADJUSTMENT PLUS / ADJUSTMENT MINUS]

Figure 124-Inclusion/Exclusion of Inventory Adjustment documents in the Product Movements Report

- A user may click *Show More Fields* and then choose the fields that they want to be displayed in the report.

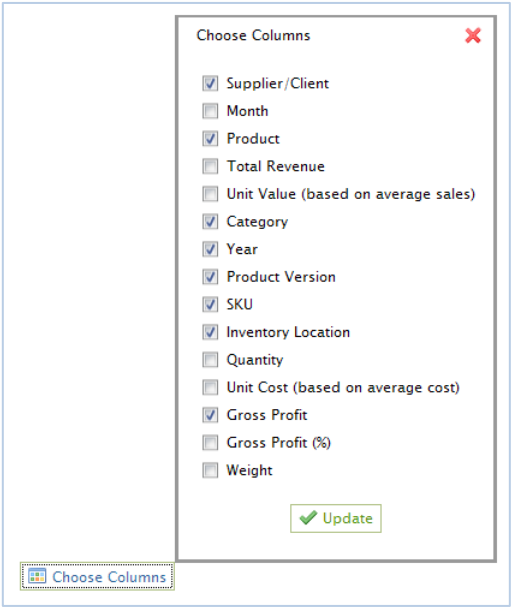


Figure 125-Choosing fields to be displayed in reports

- A user may change the currency to choose to display the data in another reporting currency. This applies only if more than one reporting currencies are applied to the account [SEE CURRENCIES]

Figure 126-Changing reporting currency in reports

Saving a Report

If a custom report has been designed (choosing specific fields, applying filters etc.), a user may save the custom report by clicking on the *Save Report* option that brings up the *Save Report* dialog.

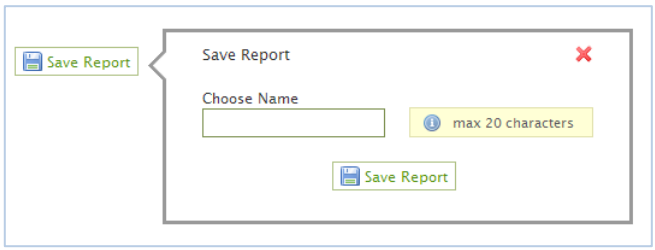


Figure 127-Saving a custom report configuration

The *Save Report* dialog allows for naming the custom report (up to 20 characters are allowed). Saved reports are made available to the Dashboard of Megaventory and by clicking the *Saved Reports* option that will bring up the *Saved Reports* dialog.

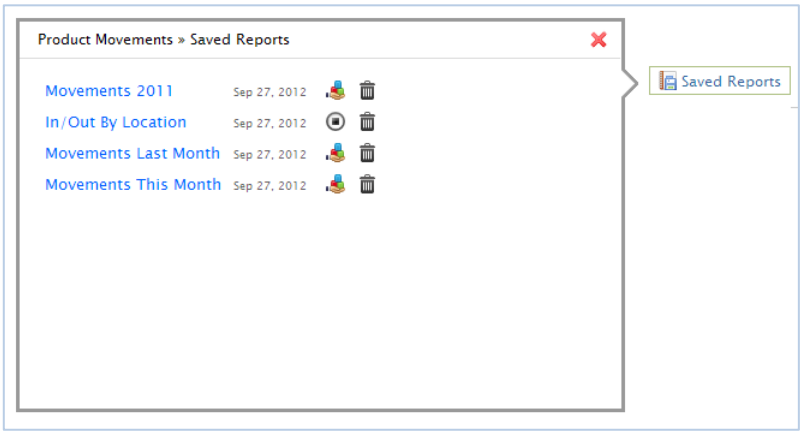

Product Movements » Saved Reports
Movements 2011 Sep 27, 2012
In/Out By Location Sep 27, 2012
Movements Last Month Sep 27, 2012
Movements This Month Sep 27, 2012
Saved Reports

Figure 128-List of saved custom reports

If the share option is clicked ( ) next to a report name, then, the custom report (fields, configuration and filters) will be visible to all users of the Megaventory account. However each user will see only those data that he/she has been given access to according to the user access permissions [SEE SETTING USER ACCESS PERMISSIONS]. A custom report may be deleted by clicking on the trashcan icon ( ) next to the report.

- ✓ Each users may save up to 10 different reports per report type (the maximum number of saved reports per report type in an account is X*10, where X is the number of users in the account)

Products Movement Report

The *Product Movements* report displays the number of SKUs (products) that moved in and out of inventory locations. Users may filter out data in the data area by *Inventory Location*, by *Supplier/Client* and by *Date*. Users may filter out data in the row area by *Main Supplier* (of the product), *Product Category*, *Product* and *Product Version*. Finally, users may filter by *Document Type*, *Year* and *Month* in the column area.

Product Movements

Calendar Filter | Exclude Inventory Adjustments | Save Report | Saved Reports | Export

Inventory Location | Supplier/Client | Date

Quantity | Document Type | Year

Product Category	Product	Product Version	SKU	IN 2011	IN 2012	IN Total	OUT 2011	OUT 2012	OUT Total
Blu Ray				2,036.9	16	2,052.9	4,324,469.5	13	4,324,482.5
DVD Components	Blank Re-writable DVD		MVDVDDISK	14,139	100	14,239	355	61	416
	DVD Case (plastic)		MVDVDCASE	774	18	792	175	211	386
	Nylon film that protects the DVD cover		MVDVDNYLON	2,511	100,000	102,511	155	61	216
DVD Components Total				17,424	100,118	117,542	685	333	1,018
DVD Kit	Complete DVD with Case (Finished Good)		MVDVDFG1	146	57	203			
DVDs				57,763	1,324	59,087	13,125.5	1,561	14,686.5
Grand Total				77,369.9	101,515	178,884.9	4,338,280	1,907	4,340,187

Choose Columns

Figure 129-Products Movement report

- ✓ A user may click a figure displayed in the report to get extra information related to all the Inbound/Outbound documents that generated the clicked figure.

Availability Levels Report

The *Availability Levels* report displays the inventory levels of inventory locations. Users may filter out data in the row area by *Main Supplier* (of the product), *Product Category*, *Product* and *Product Version* and may filter out *Inventory Location* in the column area. Users may click to display all Products or only those Products whose quantity is below alert level [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS].

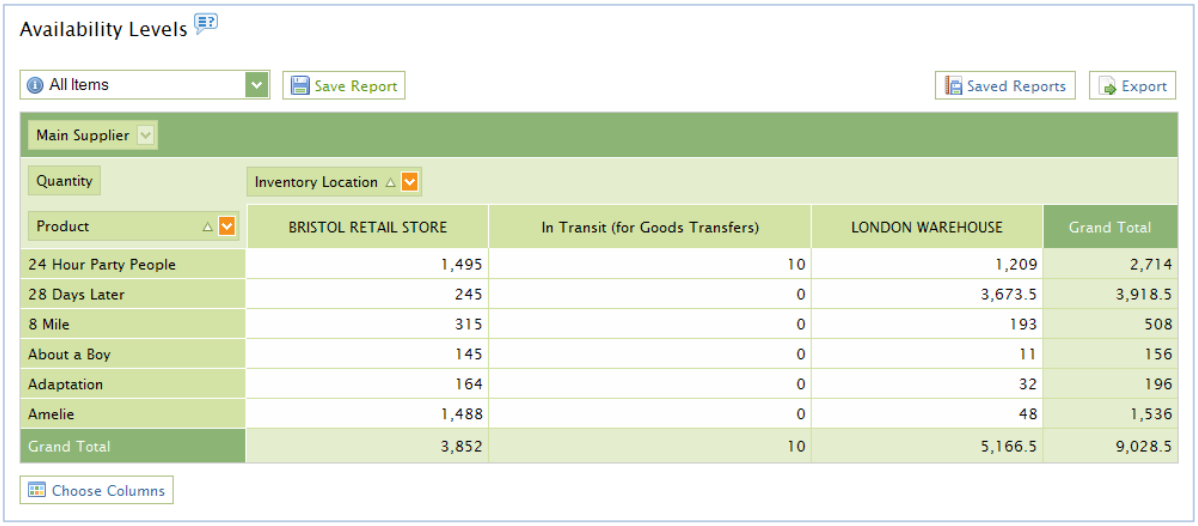


Figure 130-Availability Levels report

Inventory Value Report

The *Inventory Value* report displays the cost and value of inventory locations. This is calculated by the product costs [SEE PRODUCT COSTING] or by the *Default Sales Price* and *Main Supplier Price* fields that are manually entered for each product (SKU) in the product definition [SEE DEFAULT SALES PRICE, DEFAULT PURCHASE PRICE AND SUPPLIER PURCHASE PRICE].

The Inventory Value report is capable of reporting historic inventory values based on the quantity and the product average cost [SEE PRODUCT COSTING] at the past date selected. However, if the *Default Sales Price* and *Main Supplier Price* are selected to be displayed in

the report, the current (the instance the report is generated) values of those fields will be multiplied by the quantity at the past date selected. This happens because the *Default Sales Price* and *Main Supplier Price* fields are static fields that are manually entered for each product (SKU) in the product definition [SEE DEFAULT SALES PRICE AND DEFAULT PURCHASE PRICE] and do not have a historic representation.

Data may be filtered out in the row area by *Main Supplier* (of the product), *Product Category*, *Product* and *Product Version* and by *Inventory Location* in the column area.

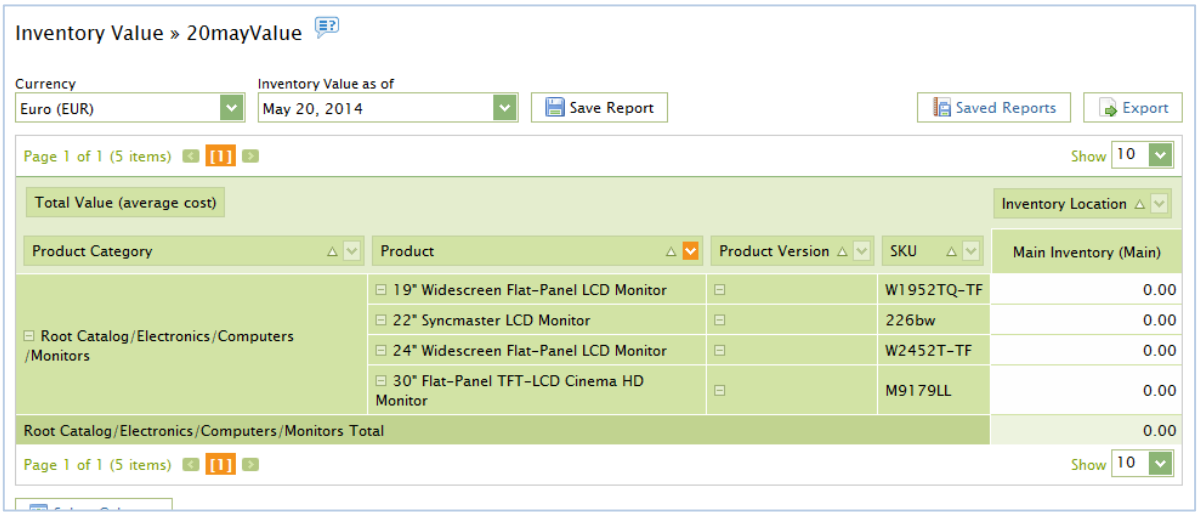


Figure 131-Inventory Value report

Purchases Report

The *Purchases Report* displays the data related to the purchasing of products. The figures are based on issued Goods Inbound & Purchase Invoices [see GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE], Purchase Invoices [SEE PURCHASE INVOICE / Sales Invoice] and Credit Invoices [see RETURN OF GOODS TO SUPPLIER / RETURN OF GOODS TO SUPPLIER & CREDIT].

Users may filter out data in the header data by *Inventory Location* and by *Supplier*. Users may filter out data in the row area by *Product Category*, *Product* and *Product Version* and may filter out *Year* and *Month* in the column area.

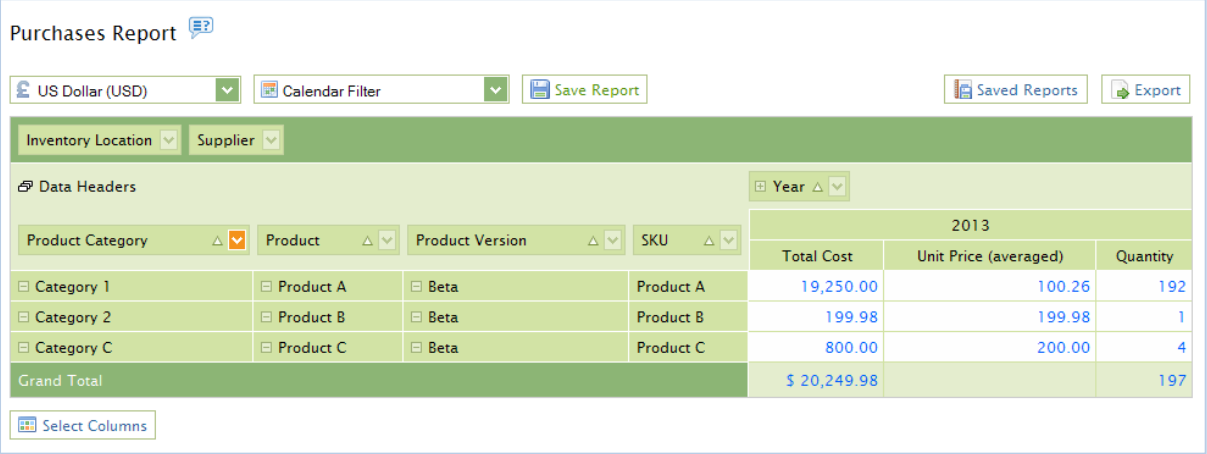


Figure 132-Purchases report

Sales Report

The *Sales Report* displays the profit obtained by the sale of Products. The figures are based on issued Goods Outbound & Sales Invoices [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE], Sales Invoices [SEE PURCHASE INVOICE / Sales Invoice] and Credit Invoices [SEE RETURN OF GOODS FROM CLIENT / RETURN OF GOODS FROM CLIENT & CREDIT] and on the moving average costing method [SEE PRODUCT COSTING].

Users may filter out data in the header data by *Inventory Location* and by *Client*. Users may filter out data in the row area by *Product Category*, *Product* and *Product Version* and may filter out *Year* and *Month* in the column area.

Figure 133-Sales report

✓ A user may click a figure displayed in the report to get extra information related to all the documents that generated the clicked figure.

Purchase Order Report

The *Purchase Order* report displays data related to Purchase Orders. Users may filter out data in the header data by *Supplier*, *Order Status*, *Date* and *Custom Dates*. Users may filter out data in the row area by *Product Category*, *Product* and *Product Version* and may filter out by *Inventory Location* in the column area. A user may report on *Quantity Ordered*, *Quantity Received*, *Quantity Invoiced* and *Total Value*.

Purchase Orders Report
British Pound
Calendar Filter
Save Report
Saved Reports
Export
Supplier
Order Status
Date
Custom Order Date 1
Custom Order Date 2
Data Headers
Inventory Location
Product Category
Product
Product Version
SKU
LONDON WAREHOUSE (LON)
Quantity Ordered
Received
Invoiced
Blu Ray
Last Orders Region 3 MV0025 46 1 0
Laurel Canyon Region 3 MV0026 9 5 0
Life and Debt Region 3 MV0027 61 60 0
Lord of the Rings- ext Region 3 MV0028 16 0 0
Love Liza Region 3 MV0029 3 0 0
Max Region 1 MV0030 2 0 0
Merci Pour le Chocolat Region 1 MV0031 2 0 0
Punch Drunk Love Region 1 MV0036 106 0 0
Raising Victor vargas Region 1 MV0037 12 12 0
Read My Lips Region 1 MV0038 41 0 0
Recruit- The Region 1 MV0039 109 0 0
Royal Tenenbaums Region 2 MV0040 1 0 0
Sea- The Region 2 MV0041 16 0 0
Sexy Beast Region 2 MV0042 15 0 0
Solaris Region 2 MV0043 25 0 0
Swordfish Region 2 MV0045 20 0 0
Blu Ray Total 484 78 0
Select Columns

Figure 134-Purchase Orders report

✓ A user may click a figure displayed in the report to get extra information related to all the Purchase Order documents that generated the clicked figure.

Sales Order Report

The *Sales Order* report displays data related to Sales Orders. Users may filter out data in the header data by *Client*, *Order Status*, *Date* and *Custom Dates*. Users may filter out data in the row area by *Product Category*, *Product* and *Product Version* and may filter out by *Inventory Location* in the column area. A user may report on *Quantity Ordered*, *Quantity Shipped*, *Quantity Invoiced* and *Total Value*.

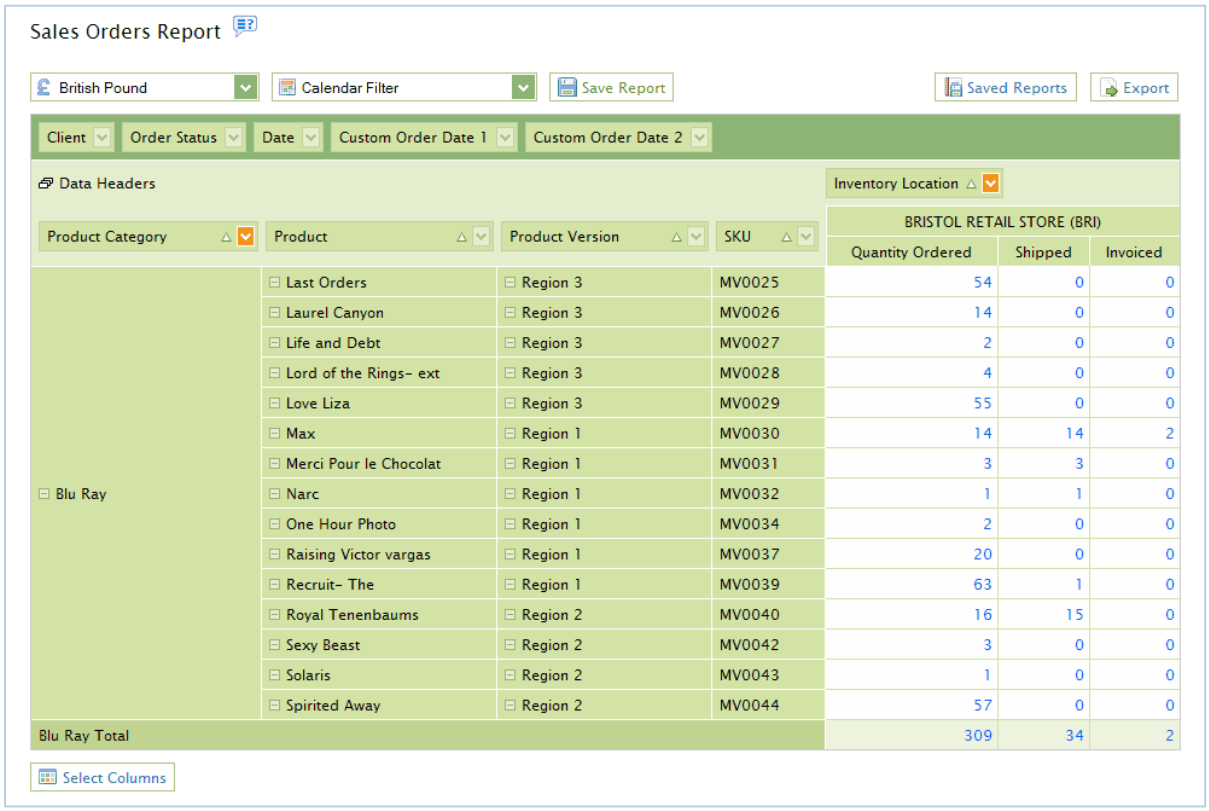

Sales Orders Report
British Pound
Calendar Filter
Save Report
Saved Reports
Export
Client
Order Status
Date
Custom Order Date 1
Custom Order Date 2
Data Headers
Inventory Location
Product Category
Product
Product Version
SKU
BRISTOL RETAIL STORE (BRI)
Quantity Ordered
Shipped
Invoiced
Blu Ray
Last Orders Region 3 MV0025 54 0 0
Laurel Canyon Region 3 MV0026 14 0 0
Life and Debt Region 3 MV0027 2 0 0
Lord of the Rings- ext Region 3 MV0028 4 0 0
Love Liza Region 3 MV0029 55 0 0
Max Region 1 MV0030 14 14 2
Merci Pour le Chocolat Region 1 MV0031 3 3 0
Narc Region 1 MV0032 1 1 0
One Hour Photo Region 1 MV0034 2 0 0
Raising Victor vargas Region 1 MV0037 20 0 0
Recruit- The Region 1 MV0039 63 1 0
Royal Tenenbaums Region 2 MV0040 16 15 0
Sexy Beast Region 2 MV0042 3 0 0
Solaris Region 2 MV0043 1 0 0
Spirited Away Region 2 MV0044 57 0 0
Blu Ray Total 309 34 2
Select Columns

Figure 135-Sales Orders report

- ✓ A user may click a figure displayed in the report to get extra information related to all the Sales Order documents that generated the clicked figure.

Works Report

The Works report displays data related to work orders. The report displays the quantities and costs of the finished goods manufactured in all inventory locations. Products costs are calculated based on the moving average costs [SEE PRODUCT COSTING] of the Finished Good components (raw materials). Data may be filtered by *Product Category*, *Product* and *Product*

Version (in the report's row area) and by *Inventory Location*, *Year* and *Month* (in the report's column area).

Figure 136-Works Report

- ✓ A user may click a figure displayed in the report to get extra information related to all the Work Order documents that generated the clicked figure.

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Appendix

Navigation and Accessing the Modules

Megaventory uses a menu structure so that users can navigate effectively throughout the application.

Admin menu structure

The Admin menu is available to the administrator only.

- **Account**
  - Billing Profile
  - Account Setup [SEE ACCOUNT SETUP]
  - Account Integrations [SEE ACCOUNT INTEGRATIONS]
  - Activity Logs [SEE ACTIVITY LOGS]
  - Backup Data [SEE DATABASE BACKUP AND RESTORE]
  - Export Data [SEE EXPORT DATA]
  - Localize Megaventory [SEE LOCALIZATION]
  - Reset Database [SEE DATABASE RESET]
- **Currencies**
  - Add Currency [SEE ADDING/DELETING/UPDATING A CURRENCY]
  - Display All [SEE CURRENCIES]
  - Exchange Rates [SEE CURRENCY EXCHANGE RATES]
- **Shipping Providers**
  - Add Shipping Provider [SEE ADDING/DELETING/UPDATING A SHIPPING PROVIDER]
  - Display All [SEE SHIPPING PROVIDERS]
- **Users**
  - Add User [SEE ADDING/DELETING/UPDATING A USER]
  - Display All [SEE USERS AND USER ACCESS PERMISSIONS]

Main menu structure

The main menu structure may vary according to a user's access permissions. [SEE SETTING USER ACCESS PERMISSIONS]

- **Dashboard**
- **Account Data**
  - Products module
    - Add Product [SEE ADDING/DELETING/UPDATING A PRODUCT]

        - Display All [SEE PRODUCTS]
    - Product Categories module
        - Add Product Category [SEE ADDING/UPDATING A PRODUCT CATEGORY]
        - Display All [SEE PRODUCT CATEGORIES]
    - Inventory Locations
        - Add Inventory Location [SEE ADDING/DELETING/UPDATING AN INVENTORY LOCATION]
        - Display All [SEE INVENTORY LOCATIONS]
    - Suppliers/Clients
        - Add Supplier [SEE ADDING/UPDATING A SUPPLIER/CLIENT]
        - Add Client [SEE ADDING/UPDATING A SUPPLIER/CLIENT]
        - Display All [SEE SUPPLIERS AND CLIENTS]
        - Contacts [SEE CONTACTS]
    - Document Types
        - Add Document Type [SEE ADDING/DELETING/UPDATING A DOCUMENT TYPE]
        - Display All [SEE DOCUMENT TYPES]
    - Taxes and Discounts
        - Add Tax or Discount [SEE ADDING/DELETING/UPDATING A TAX OR A DISCOUNT]
        - Display All [SEE TAXES AND DISCOUNTS IN MEGAVENTORY]
    - Pricing Rules
        - Add Pricing Rule [SEE ADDING/DELETING/UPDATING A PRICING RULE]
        - Display All [SEE PRICING RULES]
    - Data Import [SEE DATA IMPORT IN MEGAVENTORY]
- **Inventory**
    - Goods Inbound [SEE GOODS INBOUND / GOODS INBOUND & PURCHASE INVOICE]
    - Goods Outbound [SEE GOODS OUTBOUND / GOODS OUTBOUND & SALES INVOICE]
    - Goods Transfer [SEE GOODS TRANSFER]
    - Goods Return
        - Return of Goods to Supplier [SEE RETURN OF GOODS TO SUPPLIER / RETURN OF GOODS TO SUPPLIER & CREDIT]
        - Return of Goods from Client [SEE RETURN OF GOODS FROM CLIENT / RETURN OF GOODS FROM CLIENT & CREDIT]
    - Inventory Transactions and Invoices List [SEE INVENTORY TRANSACTIONS & INVOICES]
    - On-Hand Inventory and Alerts [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS]
    - Trace Inventory Changes [SEE TRACE INVENTORY CHANGES]
    - Supplier Inventory [SEE SUPPLIER INVENTORY]
    - Inventory Taking [SEE INVENTORY TAKING (PHYSICAL INVENTORY)]
- **Orders**
    - Purchase Order [SEE ADDING A PURCHASE ORDER]
    - Purchase Orders List [SEE PURCHASE ORDER]
    - Sales Quote [SEE ADDING A SALES QUOTE]
    - Sales Quotes List [SEE SALES QUOTE]
    - Sales Order [SEE ADDING A SALES ORDER]
    - Sales Orders List [SEE SALES ORDER]
- **Works**
    - Work Order [SEE ADDING A WORK ORDER]
    - Work Orders List [SEE WORK ORDER]
    - Bills of Materials [SEE BILLS OF MATERIALS]
- **Reports**
    - Product Movements [SEE PRODUCTS MOVEMENT REPORT]
    - Availability Levels [SEE AVAILABILITY LEVELS REPORT]
    - Inventory Value [SEE INVENTORY VALUE REPORT]
    - Purchases Report [SEE PURCHASES REPORT]
    - Sales Report [SEE SALES REPORT]
    - Orders Report
        - Purchase Order Report [SEE PURCHASE ORDER REPORT]
        - Sales Order Report [SEE SALES ORDER REPORT]
    - Works Report [SEE WORKS REPORT]

Product Costing

Megaventory calculates product costs based on the moving average costing method. The beginning inventory (product quantities) and cost of beginning inventory are set by the initial quantities process [SEE INITIAL QUANTITIES] of the *Inventory Taking* module. With each purchase, the current unit cost of each product changes according to:

$$New\ Unit\ Cost = \frac{(Old\ Qty \times Old\ Unit\ Cost) + (Purchase\ Qty\ \times Purchase\ Unit\ Cost)}{Old\ Qty + New\ Qty}$$

At any time, the last unit cost, along with the current quantity, is used to determine current inventory cost. The following example of [TABLE 2-PRODUCT COSTING EXAMPLE] helps illustrate how Megaventory deals with product costs & revenues when various documents are created:

For SKU: **ABC123**

Unit Sales Price: **$50**

Table 2-Product costing example

Action	Inbound / Outbound Quantity	Total Quantity	Costing Quantity	Purchase Cost per Unit ($)	Cost per Unit ($)	Revenue per Unit ($)
Inventory taking	100	100	100		10	-
Goods Inbound & Purchase Invoice #1	100	200	200	20	15	-
Goods Outbound & Sales Invoice #1	100	100	100	-	15	35
Goods Inbound #1	100	200	100	-	15	-
Purchase Invoice	-	200	200	25	20	-

# 1 (against Goods Inbound #1)						
Goods Outbound	100	100	100	-	20	-
Sales Invoice # 1 (against Goods Outbound # 1)	-	100	100	-	20	30
Goods Return from Client & Credit (against Sales Invoice #1)	100	200	200	-	20	-30[*2]
Goods Return to Supplier & Credit (against Purchase Invoice #1)	100	100	100	-25[*3]	15	-

*1 - The costing quantity is adjusted only if an invoice or credit note is included in the row

*2 - A credit to the Client is given at a unit price of $50 (full refund)

*3 - A credit from the supplier is received at a unit price of $25 (full credit)

Clipboard

The Megaventory clipboard is a container where products can be added dynamically from any page that includes a list of products. For example, from the *Products* module [SEE PRODUCTS], the *On-Hand Inventory, Sub-locations and Stock Alerts* module [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS], The *Supplier Inventory* module [SEE SUPPLIER INVENTORY] or any document -for example a Sales or Purchase Order- with rows of products under the *Product Details* tab.

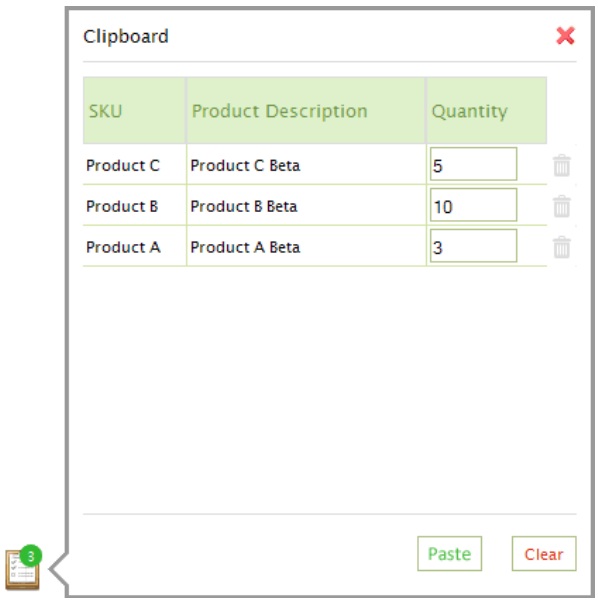

Figure 137-The Clipboard with Products

To add products to the clipboard from the *Products*, *On-Hand Inventory and Alerts* and *Supplier Inventory* modules, the Pin icon (📌) should be clicked. To add products to the clipboard from a document, the option lies under the *More* option at the document header.

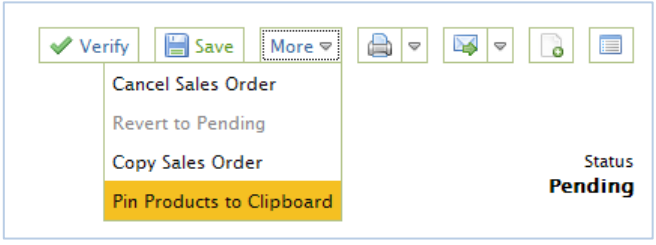

Figure 138-Pinning products to the Clipboard from a Document

After pinning the products to the clipboard, the clipboard icon displays the number of products in the clipboard [SEE FIGURE 137-THE CLIPBOARD WITH PRODUCTS]. Then, the products of the Clipboard may be pasted to a document (such as a Sales or a Purchase Order) with their quantity so that the product rows in the *Product Details* of the document can be generated faster and with minimal user interaction.

The quantity of the products in the clipboard is generated automatically according to the following conditions:

- If the products are pinned from the *Products* module [SEE PRODUCTS] or from the Supplier Inventory module [SEE SUPPLIER INVENTORY], then, the quantities will be automatically set to one (1) per product.
- If the products are pinned from within a document (such as a purchase order or a goods outbound document), then, the quantities will be automatically set to those of the products in the document.
- If the products are pinned from within the *On-Hand Inventory, Sub-Locations and Stock Alerts* module [SEE ON HAND INVENTORY, SUB-LOCATIONS & STOCK ALERTS], then, the quantities will be automatically set to the quantities needed to be ordered/purchased so as to dismiss each pinned product from the *Show Only Products that need to be Ordered* list.

- ✓ The Clipboard can hold up to fifty (50) Products.
- ✓ The contents of the Clipboard (products) are saved -per user- and sustained while navigating between modules and even between different login sessions of the same user.
- ✓ The ***Paste*** option in the Clipboard container is visible only when the user is creating or updating a document
- ✓ A user may fully benefit from using the Clipboard functionality by combining it with the Pricing Rules module. By doing so, the products with their quantities can be pasted to documents and prices, taxes and discounts will be automatically filled in by Megaventory.